



DIVISION: Organisational Development

DEPARTMENT: Human Resources

POST: Skills Development Specialist

POST N<sup>o</sup>: 9012

PEROMNES GRADE: 7

JOB DESCRIPTION:

**Key performance areas include but are not limited to:**

- Talent Management Strategy and Policy and procedure
- Training and development consultation
- Organisational Development
- Database Management
- Human Resources Development
- Budget and Financial Management
- Monitoring and Evaluation

APPLICATION CRITERIA:

**Qualification/Experience:**

- Honours Degree/Postgraduate Diploma in Human Resources Development or in HRM/HRD
- At least three (3) years relevant experience as a Skills Development Facilitator or working in a Training and Development environment

**Skills:**

- Technical/professional knowledge and skill
- Resource management
- Building interpersonal relationships/ partnerships
- Planning and organising
- Decision making and problem solving
- Client focus
- Formal presentation, Facilitating change
- Confidentiality, tact and discretion when dealing with people
- Continuous learning
- Initiating action, Team player

CLOSING DATE FOR APPLICATIONS:02 September 2024

Applications should include:

1. A fully completed prescribed application form which can be obtained from [www.vut.ac.za](http://www.vut.ac.za)  
<https://www.vut.ac.za/wp-content/uploads/2023/03/VUT-Application-for-Employment-form-Final-002.pdf>

2. A detailed curriculum vita (explicitly stating experience or knowledge in the above-mentioned fields)
3. Certified copies of all academic records and certificates/degrees
4. Certified copy of ID
5. Current contact information of referees
6. Please email applications to [recruitment3@vut.ac.za](mailto:recruitment3@vut.ac.za) and quote the post reference and post description in the subject line.
7. No manual applications will be accepted. Incomplete applications or applications without the application form and required documents will be disregarded.
8. Only applications made on our application for employment form would be considered.
9. Communication will be entered into with short-listed candidates only. If you don't hear from VUT within 3 months deem your application as unsuccessful.

Enquiries may be directed to:

HR Practitioner: Ms Angie Moeti, Tel 016 950 9452/ email address: [angie@vut.ac.za](mailto:angie@vut.ac.za)

**Please Note: Submission of such copies entitles Vaal University of Technology to authenticate the qualifications without any further consent from the applicant. Candidates with foreign qualifications must submit a SAQA certificate of evaluation. Vaal University of Technology is an equal opportunity and affirmative action employer, which is committed to the implementation of its employment equity plan. People from designated groups are encouraged to apply. Only shortlisted candidates will be contacted.**

**VUT reserves the right not to make an appointment**

**By applying for this position, you give permission to share your information with the selection panel or the relevant people involved in the recruitment process.**

