

## **Vacancy: ICT Academy Facilitator (Trainee) – Hazyview, Mpumalanga, South Africa**

### **Summary of Role:**

An ICT Academy Facilitator (Trainee) is needed to deliver relevant training interventions which will address skills shortage and create a pool of employable graduates with ICT skills needed in the marketplace.

### **Description of responsibilities:**

#### **Operational result management**

1. Offer IT training to students at the ICT Academy that will translate towards the necessary ICT qualification
2. Administer training according to International standards
3. support learners during training interventions
4. Source new & relevant course material to ensure lessons remain current in terms of industry trends
5. Compiling of training schedules
6. evaluate the effectiveness of training programs using surveys, questionnaires, interviews and by observation
7. To drive the development and implementation of the annual training strategy and align to IT Best practices
8. To identify the barriers to implementing skills acquired in training interventions and consult with ICT Academy management about the impact and plans to remove such barriers
9. To manage business relationships regarding training efficiency.
10. To provide relevant training interventions within the specified/approved budget.
11. Assist with process and system training when required
12. Contribute actively towards students work readiness and growth opportunities
13. Facilitate workplace rotations as per MICT Seta requirements
14. Delivering training in the corporate environment in technical and soft skill topics

### **Qualifications and experience required:**

1. Grade 12
2. Relevant degree or Equivalent IT certification
3. ICDL, A+, N+ & Security+ qualification (compulsory)
4. Registered Assessor (Advantageous)
5. Registered Moderator (Advantageous)
6. 2 years' experience in creating and delivering training, ideally in technical and soft skill topics (preferable)
7. Knowledge of SETA and NQF requirements and Skills Development Legislation
8. Creating practical training for the corporate environment
9. Applying classroom facilitation skills effectively
10. Applying adult learning principles/ methodologies

### **Compensation**

GWF offers a competitive compensation package commensurate with qualifications and experience.

### **Training & Support**

Customised training/support will be given to successful candidate based on skills and experience levels.

### **Starting Date**

Please note that the starting date for this position is immediate.

### **Location**

Hazyview, Mpumalanga Province, South Africa.

### **Applications**

To apply please send your full CV together with a letter of motivation to [hr@goodworkfoundation.org](mailto:hr@goodworkfoundation.org). In the subject line of the email please reference: ICT ACADEMY FACILITATOR (TRAINEE).

### **Closing Date**

30 January, 2020

### **About Good Work Foundation**

GWF launches hubs of learning or “digital learning campuses” in the heart of rural African communities that support and enhance state education. Digital learning campuses are single points of entry to information and learning that maximise access for underprivileged communities.

The prototype, established in 2012, is Hazyview Digital Learning Campus located close to the border of the Greater Kruger National Park. Since opening, more than 1000 adults have graduated with internationally recognised qualifications in ICT literacy and eight elementary schools send a combined 4300 learners to the campus for digital literacy tuition, as well as supplementary English, mathematics and conservation tuition, presented on digital devices.

Based on the success of the Hazyview Digital Learning Campus prototype, GWF has launched satellite campuses in rural Mpumalanga.

[www.goodworkfoundation.org](http://www.goodworkfoundation.org)