

Vacancy: Hospitality Programme Coordinator

DESCRIPTION

GWFF is seeking to appoint the Hospitality Programme Coordinator (HPC) to support the planning, coordination, administration and implementation of the Hospitality Skills programme. The HPC will manage the facilitation and assessment function (both theoretical and practical) in the hospitality skills programme. The role will also be responsible for managing performance and conduct of facilitators and learners. The HPC will be required to support in building positive relationships within the facilitators, learners and management.

ROLE OVERVIEW

Purpose of the role: Coordinate the implementation of the Hospitality Skills Programme

Reports to: Travel & Tourism Academy Programme Manager

Level: Coordinator

Application closing: Friday 7th August, 2020 @ 12h00

RESPONSIBILITIES OF THE HOSPITALITY PROGRAMME COORDINATOR

- Coordinate the operations of the Hospitality academy with respect to delivery of training programmes, facilitation and administration
- Prepare research and development plans to add value to the learning process
- Conduct facilitation and assessments according to the required standards as set out by CATHSSETA and in line with the SACT (SA College of Tourism) curriculum requirements
- Manage health and safety, including legal requirements of learners during operational training including compliance with hygiene legislation and cleanliness of all work areas as well as general well-being of learners
- Provide learner support in terms of facilitation, assessment, coaching and feedback
- Conduct Assessment Reviews twice annually
- Prepare and conduct theory and practical tests

MINIMUM REQUIREMENTS

- National Certificate/Diploma: Hospitality Management at NQF Level 5 or equivalent qualification
- ETDP Seta training as Facilitator and Assessor with the view of accreditation by the relevant South African authorities
- Assessor registration with the relevant SETA (CATHSSETA)
- Previous involvement in training/skills development at a reputable institution
- Practical training in hospitality and at least involvement at some level in the management and operations of services at a fully operational hotel or guest house enjoying good reputation in the hospitality industry

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info@goodworkfoundation.org

- Competence to lead effectively: Training team as well as learners

SKILLS & BEHAVIOUR

- Have good human relations abilities and be a good communicator
- Ability to work with people with multicultural backgrounds
- Have an understanding and desire to learn and be part of the rural context in which GWF works
- Committed to and passionate about education in South Africa
- Have strong administrative and computer skills and ability to follow clearly defined policies and processes
- Excellent communication skills
- Experience of working in the NGO sector

COMPENSATION

GWF offers a competitive compensation package commensurate with experience.

LOCATION

GWF Head Office, Hazyview, Mpumalanga Province, South Africa.

APPLICATIONS

To apply please send your full CV together with a letter of motivation to hr@goodworkfoundation.org, REF: Hospitality Programme Coordinator.

- Only shortlisted candidates will be contacted
- Should you not hear from us within two weeks, please consider your application unsuccessful

PLEASE NOTE THIS VACANCY IS SUBJECT TO THE BELOW

- Applicants must have the right to legally work in South Africa
- The employer reserves the right to vary the specifications of the advertised position
- The employer reserves the right not to make an appointment