


delta environmental Centre

NON PROFIT COMPANY
ENVIRONMENTAL EDUCATION, TRAINING AND CONSULTATION
COMPANY REG NO. 1975/000010/08 N.P.O. 000-599
P.B.O. No. 18/11/13/2704
(APPROVED EDUCATIONAL FUND i.t.o. SECTION 18A OF INCOME TAX ACT)
 An accredited SAQA training provider
Environmental Education in Action!

Private Bag X6
Parkview, 2122

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Victory Park, Johannesburg
South Africa

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22nd November 2018

Registered Non Profit Company 1975/000010/08

TO WHOM IT MAY CONCERN

APPOINTMENT: Training and Support Officer (One year fixed contract position Non-renewable)

***Enthusiastic and Passionate about Youth and Environment?
Dedicated to "Green" skills development and inspiring young people to play an active role in environmental matters?***

Purpose of the job: To effectively plan, implement, evaluate and review the training of 72 youth on the modules of year 2 for the National Diploma: Environmental Education, Training and Development Practices

Key outputs:

- Coordination of a small training team.
- Programme, resources and logistical planning
- Facilitation of modules,
- Conduct and oversee assessments, conduct portfolio support and feedback sessions
- Conduct regular site visits at learners' workplaces
- Compile and coordinate all reporting on facilitation, support, feedback and assessment, as well as progress reports
- Assist with QMS for the training
- Attend training meetings
- Conduct training administration tasks
- Liaise with broader training team on logistics, resources etc
- Learning materials development

Requirements:

- A relevant graduate degree or qualification (NQF level 7) in the Environmental Management/Environmental Education fields
- A minimum of 3 years' experience in the field of accredited training (SETAs), preferably with some coordination experience.
- A registered assessor with US 115753, with assessment experience.
- A good working knowledge and experience in environmental education.
- Drivers licence and driving experience, minimum one -year driving experience
- Good communication skills
- Ability to work within a team

This position is based at the Delta Environmental Centre in Delta Park, Johannesburg. The appointment is from 1st January 2019, and will end 31st December 2019.

The successful candidate will be responsible for:

- The successful implementation of the training programme

- Responding to the needs of the programme
- Ensuring all training occurs within the scope of Delta's QMS
- Collection of all documentation related to the training.
- Reporting to management

Key Competencies:

- Effective facilitation
- Coordination of training activities
- Outcomes based assessment
- Report writing
- Good Verbal and communication skills
- Good interpersonal skills
- The ability to work in a team
- The ability to perform under pressure

For further information about our projects please see our website (www.deltaenviro.org.za) If you would like to be considered for this position, please submit the following documents to e-mail: delta@deltaenviro.org.za or fax: 086 6912949 by 4th December 2018:

- CV,
- letter of motivation, stating background and relevant experience, personal qualities/interests and your vision for DEC in the future, stating the contribution that you could make;
- 3 references and the contact details.

Only shortlisted candidates will be asked to present copies of their certificates

People with disabilities and Women are encouraged to apply. If you haven't had any further communication from DEC after one month after the closing date, please consider your application unsuccessful. (If you are not resident in Gauteng and are called for an interview, you must be prepared to personally cover your travelling costs) **Closing date: 4th December 2018**

HONORARY DIRECTORS: S M MOSIDI (Chariman), D A W MACEY, B DONALDSON, M MAZWAI

