SITA

VACANCY ADVERTISEMENT

Vacancy Information Download	
Reference Number:	SITA/20240610/1684
BPS Vacancy Number:	VAC00564
Job Title:	Consultant: e-Learning (SITA Varsity)
Job Level:	D2
Vacancy Type:	Internal & External
Salary Range:	R620597.00 - R930895.00
Organisation Name:	State Information Technology Agency
Division:	HCM: Executive HCM
Department:	HCM: Centre of Excellence
Employment Type:	Permanent
Location:	Erasmuskloof
Number Of Openings:	1

Purpose of Job:

To primarily set up, build, and customize the online learning platform Load the training material on learning platforms, marketing software, and other essential digital integrations The role requires collaboration with graphic designers, subject matter experts, platform developers to develop course content for online learning programs The consultant combines expertise in training, performance goals, and organisational dynamics to create tailored solutions that enhance knowledge, skills and overall performance

Responsibilities:

Conduct thorough assessments to understand the specific learning needs and objectives of your clients by analyzing existing training materials, interviewing stakeholders, and identifying gaps or areas for improvement.
Collaborate with clients to develop a strategic plan for their e learning initiatives, by defining learning goals, selecting appropriate technologies and platforms, outlining instructional design principles, and establishing evaluation criteria.
Assist in creating engaging and effective e learning content curriculum, by designing multimedia presentations, developing interactive modules, writing instructional materials, and sourcing or creating relevant media assets.
Provide training sessions and resources to help clients understand how to use e learning tools effectively by offering ongoing support and troubleshooting assistance to address any technical or instructional issues that arise.
Conduct thorough reviews of e learning materials to ensure accuracy, consistency, and alignment with learning objectives by testing courses on various devices and platforms to ensure compatibility and usability

Qualifications and Experience:

Qualification 3 Year National Diploma or Degree in Multimedia e learning design or Adult Education or National Certificate Occupational Directed Education Training Development Practices OD ETDP at least NQF 6 or a verified certified alternative equivalent NQF Level 6.

 Certification Qualification in ETD Practices.

 Experience 6 to 7 Years practical experience of which 3 Years experience in e learning content development, adult learning and Learning Management Systems administration

Knowledge:

Company Strategy, Talent Management Strategy, Human Resources processes, policies and procedures, Stakeholder Management Principles, SAQA, NQF, QCTO training requirement and legislation standards, training methodologies   technologies, Learning content development theories and best practices Assessment methodologies tools Personal Attributes Agility, Collaboration, Customer Centricity, Empathy, Innovation and Integrity

Technical Competencies

Human Capital Management

The set of practices related to people resource management. These practices are focused on the organizational need to provide specific competencies and are implemented in three categories: workforce acquisition, workforce management and workforce optimization.

Interpersonal and Behavioural Competencies
Active listening
The ability to fully concentrate on what is being said rather than just passively 'hearing' the message of the speaker.
Attention to Detail
The ability to ensures information is complete and accurate.
Empathy
The ability to understand and share the feelings of another.
Inclusivity
The practice or policy of including people who might otherwise be excluded or marginalized, such as those who have physical or mental disabilities and members of minority groups.

Additional Requirements
N/A

How to apply
To apply please log onto the e-Government Portal: http://www.eservices.gov.za/ and follow the following process; 1. Register using your ID and personal information; 2. Use received one-time pin to complete the registration; 3. Log in using your username and password; 4. Click on "Employment & Labour"; 5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs; Or, if candidate has registered on eservices portal, access http://www.eservices.gov.za/, then follow the below steps: 1. Click on "Employment & Labour"; 2. Click on "Recruitment Citizen"; 3. Log in using your username and password; 4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs; For support, please send an email to: egovsupport@sita.co.za or Call: 0801414882

Closing Date : 19 Jun 2024

Disclaimer

******NB: EMAILED CV'S WILL NOT BE ACCEPTED******