



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	SITA/20250310/2199
BPS Vacancy Number:	VAC01082 & VAC01083
Job Title:	Practitioner: ETDP
Job Level:	C2
Vacancy Type:	Internal & External
Salary Range:	R300971.00 - R451457.00
Organisation Name:	State Information Technology Agency
Division:	ADM: Exec Apps Development & Maintain
Department:	ADM IFASS: Application Training
Employment Type:	Permanent
Location:	SITA Erasmuskloof
Number Of Openings:	2

Purpose of Job:

To present training courses and maintain training material.

Responsibilities:

.Maintain both electronic and conventional training material
 .Develop digital training solutions with supervision and guidance.
 .Design and develop engaging and effective online learning experiences with supervision and guidance
 .Facilitate learning by using a variety of methodologies.
 .Pre-training administration.
 .Post training administration

Qualifications and Experience:

Minimum: 1 - 2-year National Certificate in ETDP/ NQF level 5 or accredited specialised courses Plus Assessor training.
 Experience: 2 - 3 years' experience in an ICT and Training environment. Experience in conducting ICT training, maintaining training material and in e-learning development.

Knowledge:

Knowledge of the IT/IS application training environment and training cycle. Knowledge of digital training solutions. Knowledge of technical skills, instructional design knowledge and creative abilities to design and develop engaging and effective online learning experiences. Knowledge of general procedures for office management. An understanding of the client's business. Knowledge of the various training methodologies. Knowledge of SAQA/NQF training requirements. The incumbent will be required to consult and interact with relevant Government Officials, standards generating bodies, accreditation and certification bodies.

Technical Competencies

Implementation Management

The definition and management of the process for deploying and integrating new digital capabilities into the business in a way that is sensitive to and fully compatible with business operations.

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 ensure information is complete and accurate.

Analytical thinking

Identifies issues; obtains relevant information, relates and compares data from different sources, and identifies alternative solutions.

Continuous Learning

The ability to constantly expand one's skill set.

Disciplined

Showing a controlled form of behaviour or way of working, diligently.

Resilience

The ability to effectively handle disappointment, rejection and set-backs while still working well and meeting deadlines.

Stress Management

The ability to keep functioning effectively when under pressure and maintain self control in the adversity.

Additional Requirements

This job requires travelling throughout the country.

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 : 24 Mar 2025

Disclaimer

SITA is an Employment Equity employer and this position will be filled based on Employment Equity Plan Correspondence will be limited to short listed candidates only Preference will be given to members of designated groups

- 1 If you do not hear from us within two months of the closing date, please regard your application as unsuccessful
- 2 Applications received after the closing date will not be considered Please clearly indicate the reference number of the position you are applying for
- 3 It is the applicant s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority SAQA
- 4 Only candidates who meet the requirements should apply
- 5 SITA reserves a right not to make an appointment
- 6 Appointment is subject to getting a positive security clearance, the signing of a balance score card contract, verification of the applicant s documents Qualifications , and reference checking
- 7 Correspondence will be entered to with shortlisted candidates only
- 8 CV s from Recruitment Agencies will not be considered
- 9 CV s sent to incorrect email address will not be considered

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