

## VACANCY: TRAINING PRACTITIONER – WELDER

The above vacancy exists at Denel Technical Academy

(Fixed Term Contract - the successful candidate will be based in Mahikeng for the duration of the contract)

Denel is an Employment Equity employer that gives preference to suitable candidates who add to the diversity of the company. All applications meeting the requirements will be considered, but preference will be afforded to members of the designated groups (previously disadvantaged groups).

### KEY PERFORMANCE AREAS:

#### **Management of training programmes for 1<sup>st</sup> year Apprentices:**

- Prepare and plan implementation of training course to learners including classroom and practical training interventions
- Compile and update instructor and learner guides for every module
- Ensure curriculum is presented on time and in accordance with the relevant training authority guidelines and accreditation criteria
- Create, review and update theory and practical questionnaires and mark sheets.
- Presents lectures and conduct discussions to increase learner knowledge and competence using visual aids such as graphs, charts, videos, slides and practical demonstrations
- Conducts learner assessments, theoretical and practical

#### **Manage learner administrative and performance related activities:**

- Maintain learner personal file
- Keep registers up to date by recording learner attendance and training activities
- Complete and update learner assessment results
- Compile and update monthly progress reports
- Participate in learner disciplinary proceedings
- Observes and evaluate learner work both theoretical and practical to determine progress to provide feedback and make recommendations for improvements

#### **Renew and update curriculum:**

- Conduct research
- Develop new modules if there is a change in the curriculum
- Evaluate and make recommendations on existing modules to satisfy the training curriculum criteria
- Design, develop and procure practical training aids
- Plan, control and request operational and capital expenditure items to sustain budgets and costs

#### **Operational Excellence:**

- Continuously enhance, update and maintain technical instructional delivery and presentation skills
- Adhere to regulatory requirements and appointments regarding inspections and audits
- Participates in meetings, seminars and training sessions and integrates relevant information into training program
- Function as the subject matter expert for the technical subjects in the respective area of responsibility
- Liaise with management, apprentices, training practitioners and clients
- Inspects, record, report and update classroom and workshop equipment, inventories and serviceability of equipment
- Acts as liaison between learner, parents, companies and sponsors.

### QUALIFICATIONS AND EXPERIENCE

- NQF level 4 or equivalent;
- Relevant Trade Certificate;
- Train the Trainer Certificate;

*[...Continue to the next page...]*

- Registered Assessor with the relevant SETA;
- In depth knowledge of Statutory requirements, rules and regulations;
- Knowledge of recruitment, selection and interviewing skills;
- 5 years' experience as Artisan in related trade;
- 2 years' experience in a training environment.

#### JOB RELATED PERSONAL ATTRIBUTES

- Good communication skills oral and written;
- Ability to work alone;
- Attention to detail;
- Flexibility and adaptability;
- Deadline driven.

**CLOSING DATE:**

**12 May 2017**

#### INTERESTED PARTIES SHOULD APPLY AS FOLLOWS:

**Internal applicants:**

Please go to the [Denel Aeronautics intranet](#). Click on [HR](#) and then [vacancies](#). Please note that you will be required to complete an [internal application form](#) before your application can be processed.

Please note that you will be required to complete an [internal application form](#) before your application can be processed. The internal application form and cv can be forwarded to Zodwa Simela at email address [Zodwa.Simela@denel.co.za](mailto:Zodwa.Simela@denel.co.za).

We thank all applicants for their interest; however, only those under consideration will be contacted.



# Performance

WE EMBRACE OPERATIONAL EXCELLENCE

PERFORMANCE | INTEGRITY | INNOVATION | CARING | ACCOUNTABILITY