

VACANCY

TRAINER HEAD OFFICE - DURBAN

Applications for interested and suitably qualified candidates are invited in respect of the above vacancy.

CORE PURPOSE OF THE JOB

To perform effective and efficient training facilitation to new and existing employees, thereby ensuring that they are equipped with the required knowledge, skills and competencies to perform the job. Responsible to ensure that training is ongoing through efficient planning and coordination of training initiatives that meet the needs of the organisation.

MAIN FUNCTIONS OF THE JOB INCLUDE:

Induction training

- Ensure that Induction training is conducted for all new employees / consultants within the first week of employment.
- Ensure that the required LMS courses are assigned to the employee for completion.
- Ensure that the employee completes the assigned courses through regular communication / reminders. (courses to be completed within 1 month of employment).
- Ensure that development plans for new employees are in place within the first week of the employee starting.
- Ensure follow through and completion of the employees development plans through regular communication with the employee and their reporting manager.

Facilitation of training

- Facilitate high quality / professional training as and when required by the Bank (as requested by managers / committees).
- Develop / record, high quality / professional training material as and when required by the Bank (as requested by managers / committees).
- Ensure that training arising from succession plans / development plans are timeously booked for employees and are tracked and monitored until completion.
- Ensure that training arising from training needs brought to the attention of training / HR department is timeously attended to and booked for the employees.

Regulatory training

- Ensure the roll out of mandatory regulatory training such as FICA training
- Ensure that all employees complete the mandatory and regulatory training through regular communication and reporting to the required stakeholders.

Administration

- Ensure that employees are timeously enrolled onto LMS courses.
- Ensure that the LMS is regularly maintained to ensure efficiency of the system.
- Ensure that integrated reports from the LMS onto PowerBi are updated regularly and accurately.
- Ensure that the training brochure is updated and rolled out to all staff.
- Ensure that all presentations / internal training is loaded onto the LMS as a repository of training information for future reference.
- Ensure that training is captured timeously and accurately on the SAGE 300 system.
- Ensure that Training payments are attended to timeously.

Workplace Skills Plan / Bank SETA

- Ensure that the WSP is accurately prepared and submitted prior to the SETA deadline.
- Ensure that applications for funding are completed within the deadlines for submission subject to consultation with business.
- Ensure that learnership training is rolled out timeously and efficiently via the service provider.
- Arrange learnership graduation.

Training Committee

- Ensure that high quality training committee submissions are timeously prepared and submitted.
- Ensure that matters arising from the training committee is timeously addressed prior to the next meeting.
- Assist the HRM to ensure that the training committee pack is compiled and circulated at least 1 week prior to the meeting.
- Propose to the training committee new and innovative ways to conduct training.

Accelerated Development program

- Via the HR / Training Admin Assistant ensure that the training for the accelerated development delegates are rolled out effectively.
- Ensure that regular feedback meetings are set with the delegates and the CE (at least 2x quarterly).

Strategic Initiatives

- Conduct research regarding industry best practice regarding training methods and technology.
- Research training service providers for the delivery of specific training outcomes required by the Bank such as - soft skills training as per the Banks change management strategy.
- Partner with the HR team to conduct projects such as the employee engagement sessions.
- Propose updates to the current LMS system with a plan in place to address efficiencies.

Audit

- Ensure that all audit information is provided timeously to auditors.
- Ensure that all audit findings are timeously addressed.
- Assist with the compilation of BEE audit information on an annual basis.

QUALIFICATIONS

- A related HR degree or equivalent qualification will be an advantage
- An accredited Trainer Certificate
- Skills Development Facilitator
- Assessor and Moderator
- Train the Trainer
- Certificate in design and development of training outcomes and assessments

PREFERRED EXPERIENCE

- A minimum of 3-4 years experience as a Specialist Trainer. Solid experience in designing and developing training tools i.e. simulation tools, assessment tools and learning management systems
- Banking experience will be an advantage

KNOWLEDGE

- Microsoft Office at advanced level
- Knowledge of learning principles
- Knowledge of assessment principles and design of assessment tasks
- Extensive understanding of Banks products and services
- Knowledge of SETA requirements and standards
- Understanding of National Qualifications Framework and SAQA materials
- Design and develop outcomes based training material and assessments
- Good understanding of training methods
- Knowledge of the Banks products and services
- Excellent Presentation and facilitation skills
- Knowledge of e-learning content development
- Knowledge of learning management systems

Al Baraka Bank is an Equal Opportunity Employer. Applicants from the previously disadvantaged groups and people with disabilities will be given preference.

Kindly forward your CV to kameshini@albaraka.co.za