

JOB DESCRIPTION/JOB MODEL

NAME:	PERSAL NUMBER
Vacant :	

A. JOB INFORMATION SUMMARY

JOB TITLE	Assistant Manager: Training & Development
CORE	HR & Administrative Support Personnel
JOB LEVEL	Level 9
DATE	May 2009
LOCATION	Bisho
COMPONENT	HRD
POST REPORT TO	Manager
JOB CLASSIFICATION CODE	Middle Management

B. HIERARCHICAL POSITION OF POST

Manager
Assistant Manager

C. JOB PURPOSE (Linked to Strategic Plan)

To ensure acquisition of relevant skills and knowledge by employees in a given area to perform jobs efficiently and effectively.

D. MAIN OBJECTIVES (Key performance area (KPA's)).

	MAIN OBJECTIVES	%
1	<p>Develop and implement a comprehensive training Plan</p> <ul style="list-style-type: none"> ○ Identify training and skills gap in a given area annually and review periodically. <p>Conduct Skills Audit for all categories</p> <ul style="list-style-type: none"> ○ Develop and distribute questionnaires ○ Prioritize needs ○ Develop and distribute training programme ○ Implementation - Identify the priority trainings??? ○ Logistical arrangements ○ Identify nr of participants ○ Verify Budget allocation/Availability ○ Identify service provider ○ Procure service ○ Inform delegates ○ SDC Meeting and nominate 	30%

	<ul style="list-style-type: none"> ○ Follow-up on delegates & process 	
2	<p>Develop Workplace Skills Plan.</p> <ul style="list-style-type: none"> ○ Develop training programs for the allocated areas. ○ Consolidate training plans ○ Information gathering (HRIS, BAS, Skills Audit, Needs assessment questionnaires, WPA, Employee profile- EE, info from other institutions, Programme Managers, etc ○ Interpret and analyse information ○ Conduct SDC Meetings ○ Compile WSP & signed by stakeholders 	20%
3	<p>Input in the process of formulating and developing training policies and guidelines.</p> <ul style="list-style-type: none"> ○ Interpret National policies and customise same continuously. ○ Monitor the implementation of policies and guidelines. ○ Conduct training on policies for new and old employees ○ Identify policies available & needed ○ Obtain/Access policies not available ○ Evaluation and review of policy implementation 	20%
4	<p>Manage the budget of the allocated area.</p> <ul style="list-style-type: none"> ○ Calculate skills levy per workplace. ○ Monitor expenditure trends. ○ Compile expenditure reports ○ Prepare budget projections ○ Ensure adherence to PFMA 	10%
5	<p>Monitor and Implement Training Programmes.</p> <ul style="list-style-type: none"> ○ Conduct site visits on District institutions. ○ Assess the impact of training done. ○ Supervise learnership and internship programme implementation. ○ Align training to performance management. 	10%
6	<p>Monitor implementation of specific programmes and notion priorities in</p>	5%

	Districts and Head Office Bursaries Study leaves Abet	
7	Liaise with Academic institutions on training issues. Selection process Attendance of meetings	5%

E. DIMENSIONS OF THE POST

PERSONNEL BUDGET	EQUIPMENTS VALUE	STORES VALUE	BUILDING BUDGET

F. PERFORMANCE STANDARDS & INDICATORS (Based on main objectives)

Performance standard (measurable outputs / end results)	Indicator (Indicating how well / if standards were achieved)
MAIN OBJECTIVES	
Conduct training needs analysis.	<ul style="list-style-type: none"> • Skills audit forms • Reports • Workshops • Information sessions
Develop Workplace Skills Plan.	<ul style="list-style-type: none"> • Workplace Skills Plan
Ensure availability of training policies and guidelines at each workplace.	<ul style="list-style-type: none"> • Distribution of policies & Memos • Circulars • Training Manuals
Manage the budget of the allocated area.	<ul style="list-style-type: none"> • Expenditure Reports
Oversee district and institutional training coordinators.	<ul style="list-style-type: none"> • Meetings • Information sessions • Quarterly Reports

Monitor implementation of specific programmes and notion priorities in an allocated Area.	<ul style="list-style-type: none"> • Existing programmes • Progress reports
Liaise with Academic institutions on training issues.	<ul style="list-style-type: none"> • Syllabus

G. OUTPUTS PROFILE

Key customers	Requirements	Outputs
Manager	Report on progress / planning input	<ul style="list-style-type: none"> • Monthly reports • Implementation of relevant policies • Render Related services • Service reports • Routine reports and notes • Protocols
Departmental staff/ colleagues	Teamwork, liaising, information-sharing to optimize Training services rendered Good communication Feedback, referrals	<ul style="list-style-type: none"> • Routine memos and notes • Technical guidelines • Statistics
Multi disciplinary staff members	Using multidisciplinary team to render support to the training management, Co-operation, support, referral	<ul style="list-style-type: none"> • Referral reports / file notes • Regular meetings minutes

H COMPETENCY PROFILE

Knowledge	Skills	Personal attributes	Learning field
Knowledge of Departmental Core Business and Public Service Legislation, Regulations and Policies.	Good Communication skills; Report writing skills; Facilitation skills; Co-ordination skills; Liaison skills; Networking , Decision-making skills, Policy	Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; supportive; compassion, empathy, patience	Understanding of the relevant Acts/prescripts and legislations

	Formulation Skills		
Knowledge in the application of Training in the Public Service	Good Communication skills; Report writing skills; Facilitation skills; Co-ordination skills; Liaison skills; Networking , Decision-making skills, Analytical thinking,	Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; supportive compassion, empathy, patience;	National Diploma/Degree in HR Related Qualification (3yrs) Two to Five years experience required Training in ethics Ability to collect and collate data Demonstrative ability to apply training for planning, ability to work under pressure; Continuous professional and ethical behavior

I. INDIVIDUAL DEVELOPMENT PROGRAMME (PRIORITY)

****** IT WOULD DEPEND ON THE INDIVIDUAL DEVELOPMENT PRIORITIES**

J. CAREER PATHING

J.1 PROMOTION TO THE NEXT HIGHER POST

1. Next higher post : Manager
2. Nature of work in next higher post: -As required in the higher post

K. AMENDMENTS TO THE JOB DESCRIPTION

- The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she deem reasonable in terms of changes in the job content in line with the strategic objectives of the Department, after due consideration with the postholder.

L. PERFORMANCE INSTRUMENTS

- **The performance instrument of the postholder, should be read as an extension of this job description.**

M. JOB DESCRIPTION AGREEMENT

- **We, the undersigned agree that the content of the completed Job Description/Job Model gives an accurate outline and picture of the job as expected from the incumbent in this job:**

SUPERVISOR: Manager Training	JOB INCUMBENT:
RANK: Manager	RANK: Assistant Manager
DATE:	DATE:
ACCEPTED	SIGNATURE:
Additional comments/proposed time of revision of this job description: - only if there are changes in the job content. Date of revision:	