



## GREATER TZANEEN MUNICIPALITY VACANCY

Applications are invited from suitable qualified persons to fill the following position in the  
**DEPARTMENT OF THE CORPORATE SERVICES MANAGER**



### **1 X ASSISTANT TRAINING OFFICER (Job level 7)**

The job purpose of an Assistant Training Officer is to render organizational development for the institution in line with the National Skills Development Strategy and to instill lifelong learning to all employees.

The Assistant Training Officer must ensure that the daily work is done to satisfaction and to achieve the objectives of Council.

- He/she will be responsible for:-
  - *Planning and presenting training and development programs, under the direction of the supervisor, to ensure proper training interventions to the workforce of the Municipality;*
  - *Administering evaluation of training provided to determine the effectiveness of the training;*
  - *Providing feedback in terms of training and development indicators to report information regarding training;*
  - *Administering and control issuing of training equipment and to maintain the training equipment;*
  - *Co-ordinating and administering evaluation of training provided to determine and control the effectiveness of training provided;*
  - *Co-ordinating and administering applications for bursaries to ensure the effective administration of bursaries;*
  - *Planning and conducting training needs analysis, under supervision of Senior Training Officer, to determine the employees training needs;*
  - *Monitoring and providing feedback in terms of training and development indicators to ensure the effective capturing of information;*
  - *Co-ordinating and/or presenting internal ABET programme in consultation with Senior Training Officer to educate employees;*
  - *Co-ordinating and administering time-off for internal sporting codes to ensure effective control thereof; and*
  - *Co-ordinating and administering the Long Service Award Scheme to ensure that ceremony takes place.*

A minimum requirement of a Tertiary Degree or Diploma in HR or Training Management with appropriate experience in a training or similar environment is set. Code EB Driver's license essential.

**A salary of R110 552.98- R116 006.05- R121 900.73 –R128 092.24 pa will be payable.**

Greater Tzaneen Municipality reserves the right not to appoint.

Applications on the prescribed application form ([www.tzaneen.gov.za](http://www.tzaneen.gov.za)), a comprehensive CV and copies of certified certificates should be addressed to:

**Municipal Manager  
Greater Tzaneen Municipality  
P.O. Box 24  
TZANEEN  
0850**

Fraudulent qualifications or documents will immediately disqualify any application. A candidate who canvasses any councilor and /or senior official for preference will be disqualified immediately from the selection process or from any appointment. Short-listed applicants will be screened for criminal records and /or any pending criminal cases. Applicants who are not invited for an interview should regard their applications as unsuccessful.

Further information can be obtained by phoning Mr. MPS Visser on tel no. 015- 307 8384/2/1.

Greater Tzaneen Municipality is an Employment Equity Employer.

**Closing date: 28 August 2009 at 12:00**

**MABAKANE MANGENA  
MUNICIPAL MANAGER**