



**SMALL ENTERPRISE DEVELOPMENT AGENCY**

a member of **the dti** group

**JOB PROFILE - Re-advertisement**

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| <b>JOB TITLE</b>                      | Training Course Co-ordinator   |
| <b>JOB GRADE</b>                      | TBA  |
| <b>REPORTING TO</b>                   | Manager: Material Sourcing and Development   |
| <b>MAIN PURPOSE OF THE JOB</b>        | To provide an administrative support and co-ordination function in the sourcing and designing of training material.  |
| <b>NO. OF INCUMBENTS</b>              | 1  |
| <b>LOCATION</b>                       | National Office : Sunnyside  |
| <b>PREFERRED MINIMUM EDUCATION</b>    | <ul style="list-style-type: none"> <li>❖ Minimum Matric Qualification</li> <li>❖ 3 - 5 years experience in a similar environment.</li> <li>❖ Experience in administrative service in the implementation of all training and development interventions</li> <li>❖ Write and submit monitoring reports</li> </ul>  |
| <b>PREFERRED KNOWLEDGE AND SKILLS</b> | <ul style="list-style-type: none"> <li>❖ Knowledge and understanding of small enterprise development sector</li> <li>❖ Understand and comply with Seda Procurement Policy and Procedures.</li> <li>❖ Facilitating the printing of the training materials as well as to ensure proper branding in line with Seda branding</li> <li>❖ Planning and organising all training and development events</li> </ul> |
| <b>KEY PERFORMANCE AREAS</b>          | <ul style="list-style-type: none"> <li>❖ Co-ordinate Learning Academy training events for Seda Practitioners and external target groups</li> <li>❖ Procure goods and services for training events</li> </ul>   |

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|                                | <ul style="list-style-type: none"> <li>❖ Monitor training events</li> <li>❖ Maintain filing system and records for auditing purposes.</li> </ul>  |
| <b>CRITICAL COMPETENCIES</b>   | <p>Co-ordination skills</p> <p>Report Writing</p> <p>Training Materials Design and Development</p> <p>Planning and Organising</p> <p>Handling Multiple Projects</p> <p>Administrative skills</p> <p>Project Management skills</p> <p>Communication and interpersonal skills</p> <p>Report Writing skills</p> <p>Financial understanding</p> <p>Information management</p> <p>Data capturing skills</p> <p>Facilitating skills</p> <p>Analytical skills</p> <p>Stake-holder management</p> <p>Conflict management</p> <p>Stress management</p> |
| <b>ADDITIONAL COMPETENCIES</b> | <p>Presentation skills</p> <p>Negotiations skills</p> <p>Monitoring and Evaluation skills</p>   |
|                                | <p>To apply, please send your CV to <a href="mailto:recruitmentcoo@seda.org.za">recruitmentcoo@seda.org.za</a> Please state the position you are applying for in the subject line.</p> <p><b>Please take note of the change in email address. Kindly accept our apologies for the inconvenience.</b></p> <p><b>Closing Date: 03 February 2012</b></p>   |