

Training & Development Officer (Ref: 09/2018)

CTICC

Africa's first convention centre to gain three internationally recognised management system certifications simultaneously is looking for a dynamic, qualified and competent candidate to fill the Training & Development portfolio.

The Cape Town International Convention Centre (CTICC) is so much more than just another Convention Centre. An exceptional Centre requires exceptional staff and the culture of the CTICC is one of teamwork, recognition, personal accountability and service excellence. We understand that it is only our people who make us the success we are and, as a result, we make every effort to ensure that we recruit and retain talented, qualified and enthusiastic leaders, who are team players, able to embrace our values, fit in with our culture and recognize the value of hard work in a dynamic exciting environment.

The main purpose: To deliver assigned HR support in terms of all aspects of Skills Development and Training within Cape Town International Convention Centre. The objective is to be in line with the Skills Development Act and Departmental Workplace Skills Plan.

Key Responsibilities:

Form partnerships with relevant SETA and liaise with training providers; be responsible for annual compliance submissions; conduct skills audit's and training needs analysis; draft and maintain training plans; responsible for overseeing overall training portfolio; allocate and monitor staff development bursary processes; facilitate and co-ordinate graduate, learnerships and skills programs.

Reporting to: The Human Resources Manager

- **To develop the training and development plan:** Develop work skills plan (annually), compile annual training report, administer individual training requests when received, Annual Skills Audit/Needs Analysis, administer the Staff Development Bursary Process, populate training development on the CTICC registered database.
- **Employee Induction:** Pre induction, day one induction, post induction.
- **Management of Graduates and Students:** Recruitment (14 students and 6 graduates annually), ensure all relevant paperwork is completed, refer all employee relations matters to the HR Generalist/HR Manager, portfolio supervision, conduct monthly meetings, terminations, certificates of service.
- **Administration:** Monthly management information report, document housekeeping.
- **Staff Development:** Implement training, mentorship, and staff wellness initiatives.
- **Relationship Building:** Administer and facilitate effective working partnerships with internal and external service providers: Cathsseta and other stakeholders, both internal/external training providers, (MEC, GSB etc).



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- **Manage Training Requests:** Ensure that we meet our training requirements as per the WSP, assist and advise on performance reviews in terms of training, and facilitation of organisational development and knowledge/skills transfer (capacity building), manage unplanned training requests, manage, source and coordinate all training and training providers.
- **Retention and well-being of staff:** Meet with new starters on a monthly basis for the first 3 months of joining the business, escalating any matters that are required to be urgently addressed, ensure retention/succession plans are managed effectively, looking after Team wellness, helping the executive team to ensure high levels of motivation and happiness.
- **CSR / Sustainability:** Participate in CSR Drives and Sustainability initiatives.

Minimum Qualifications & Experience Required:

- 3 year HR Diploma / Degree with extensive skills development/ training experience
- 3 years practical experience (minimum) within HR environment. SDF Accreditation.

Skills & Knowledge:

- Skills Development
- Training / facilitating
- Planning and Organising
- Decision-making
- Computer Literacy
- Skills Development Act
- Knowledge of related legislation and policies
- Compilation of Skills Development Plans

Closing date: 23 February 2018

Remuneration will be discussed with the successful candidate. To apply, please send your CV and cover letter to recruitment@cticc.co.za.

The CTICC is committed to Employment Equity. Only shortlisted candidates will be contacted.

For more information on the Cape Town International Convention Centre please visit: www.cticc.co.za



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