



JOB PROFILE

A. Post Information	
Post Title	HR Officer: Training and Development
Component	Human Resources Unit
Location	Head Office-Park Town
Post Reports To	Deputy HR Manager

Job Profile Verification	
Profile Verified By:	
Date Verified:	December 2024

Job Profile Validation	
Profile Validated By:	
Date Validated:	December 2024

Job Evaluation Outcome8	
Confirmed Grade:	DPSA level 08
Date Graded:	

B. Job Purpose

Brief statement outlining the overall purpose/reason for existence of the post (one or two sentences).

The purpose of this role is to provide administrative support to the training and development services through the implementation and coordination of training programmes.

1	Ensure the implementation of the capacity development plan and processes	1.1	Collate training related information and plans received from units and personal development plan and obtain approval from CEO
		1.2	Provide administrative support for the training and development function and workplace skills plan, performance management by setting up meetings, take minutes and distribute minutes
		1.3	Administer implementation of approved training plan by coordinating the scheduling of training interventions including logistics and payments of service providers, and following related training and development procedures
		1.4	Maintain all training and development records manually and on the system (e.g. attendance registers, certificates, training manuals etc.)
		1.5	Advise staff on matters pertaining to training and development policies and procedures (e.g. service providers, SCM processes, timing of the training if not included in the training plan)
		1.6	Administer the implementation of the bursary scheme as per the policy by receiving applications, collating information, distributing to the Skills development Committee for approval or otherwise, advising applicants of the outcome and processing the institution invoices per approved courses of study, working closely with Supply Chain function.
		1.7	Maintain training records in terms of planned vs actual training, and reasons for the gaps and use relevant information for the compilation of monthly, quarterly and annual reports.
2	Ensure the facilitation and implementation of the Performance Management policy, Procedure and Systems	2.1	Initiate and send out emails to managers to conduct and complete performance contracts and work plans.
		2.2	Support the implementation and maintenance of the performance management system and processes by receiving performance management contracts, mid-term reviews and performance appraisals and timeously submit to performance management committee for review and alignment with the Commissions annual

			performance plan targets. Receive feedback from the committee in terms of alignment and reporting and record appropriately.
		2.3	Provide secretarial and administrative support to the performance management process and its committees. (Setting up meetings, typing and distributing minutes)
		2.4	Maintain all performance management records, manually and on the system
		2.5	Compile and submit performance management reports monthly ensuring accuracy and completion of performance related data/information
3	Administration and placement of interns	3.1	Facilitate and administer the recruitment and placements of interns
		3.2	Maintain data records for interns by capturing relevant information and retrieving as necessary for reporting purposes
4	Labour/Employment Relations (IR/ER)	4.1	Provide administrative support to the IR and ER functions of the Commission e.g. logistical arrangements for management/union meetings and taking minutes
5	Induction/Orientation	5.1	Provide administrative and relevant support to induction and orientation of staff members by liaising with appropriate subject matter experts, developing induction programme and arranging logistics
6	Support Function Audit	6.1	Respond to queries as related to training and development, ER matters and recruitment of interns by sourcing relevant information from records as and when required

C. Advisory Responsibility

Is it required from the post holder to give formal advice and engage with external stakeholders? Please indicate the type of advice given and to whom.

To Whom	Type of Advice/ Information
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C. Advisory Responsibility	
<i>Is it required from the post holder to give formal advice and engage with external stakeholders? Please indicate the type of advice given and to whom.</i>	
Staff members	On SAHRC Policies and Procedures
Training vendors	On internal policy and procurement processes of the Commission
Potential Interns, Volunteers and Learners	On intern recruitment arrangements, outcomes and placements
Unions	On matters arising

D. Accountability	
<i>These fields are not compulsory and should only be completed if the fields are relevant to your post</i>	
Number of staff directly managed	• 0
Number of staff indirectly managed	• 0
Financial Accountability	• 0

E. Inherent requirements of the Post	
<i>The minimum qualifications, skills, knowledge, experience and behaviour that are required to perform the job competently.</i>	
Skills/ Knowledge/ Behaviour:	
Requirement	Type
Key competencies <i>(This field requires a list of all skills, behaviour and attitude requirements)</i>	<ul style="list-style-type: none"> • Administrative capability • Communication skills (verbal and written) • Committed team player with sound interpersonal skills • Planning and organizing • Honesty and integrity • Data and records management • Client orientation and customer focus

	<ul style="list-style-type: none"> • Proficiency in Ms Office Programs • Excellent analytical & Problem-solving skills
<p>Knowledge and education</p> <p><i>(This field requires a list of all knowledge requirements relevant to this post e.g. Knowledge of the Public Service Act.)</i></p>	<ul style="list-style-type: none"> • Relevant Degree or National Diploma in Human Resources / Industrial Psychology or Equivalent • Knowledge and understanding of relevant HR legislations including the skills development Act and Skills Levies Act knowledge • SETA, CCMA knowledge • Working knowledge of talent management • Knowledge and understanding of the performance management processes and good practice
<p>Experience</p> <p><i>(Please list all relevant experience required for the post)</i></p>	<ul style="list-style-type: none"> • 3 years relevant experience in the Human Resources Field with specific exposure to training and development, skills development and annual training plans • SAGE 300, MS Office

F. Career pathing	
Next higher position:	DD Human Resources (Head Office)
What is required to progress:	See Profile

G. Job profile agreement				
<i>The Manager or his/her nominee reserves the right to make changes and alterations to this job profile as he/she deem reasonable, after due consultation with the post holder.</i>				
We the undersigned agree that the content of the completed Job Profile gives an accurate outline and content of the Post.				
Title	Name	Employee Number	Signature	Date
