

JOB SPEC: TRAINING ADMINISTRATOR

A: JOB INFORMATION SUMMARY

Job title	:	Training Administrator
Job Category	:	Skilled level
Industry	:	Professional Body, Education, Training & Development
Salary	:	R150 000 – R170 000 Cost To Company, negotiable
Position Type	:	3 years fixed term contract
Location	:	Centurion, Pretoria
Post reports to	:	Education Training and Development - ETD Manager

B: JOB PURPOSE:

This is an exciting opportunity to join the Southern African Institute of Government Auditors (SAIGA), a professional body that has a focus in the auditing and accounting profession within the public sector. The training administrator is responsible for the coordination and administration of the education, training and development unit/ department, including Secretariat support to the education, training and development related Council Sub-Committees in the Institute.

C: KEY PERFORMANCE AREAS:

- Plan and coordinate training programmes and assessments.
- Manage and maintain training records.
- Administration of training and assessments.
- Assist with the implementation of the ETD strategy.
- Assist in the accreditation of SAIGA with other industry institutions.
- Assist with the administration of accreditation of training offices of the Institute.
- Providing the Secretariat support to Council Sub-Committees (minute taking).
- General administration and office support.
- Assist with Ad Hoc projects.

D: APPOINTMENT REQUIREMENTS

The following requirements are applicable

- Minimum 2 years' of experience as a training administrator.
- Detailed understanding and knowledge of professional body, training, and education environment.
- Proven MS office experience.
- Experience of minute taking.
- Matric/ grade 12 or equivalent.
- Diploma in Training & Development or equivalent.

- People skills.

E: SPECIFIC SKILLS & PERSONAL ATTRIBUTES

- Stakeholder orientation skills
- Strong communication (verbal and written)
- Ability to perform under pressure
- Ability to operate in a complex environment.
- Ability to use technology effectively
- Promoting high personal and professional standards that support SAIGA`s vision, mandate, and values
- Results driven

Applications must be e-mailed to careers@saiga.co.za on or before 5 November 2021. Should you not receive feedback by 3 December 2021, consider your application as unsuccessful.

SAIGA is an equal opportunity employer and therefore preference will be given to candidates who will add value to the diversity of SAIGA. Correspondence will be limited to shortlisted candidates only. Only candidate who meet the requirements should apply. SAIGA reserves the right not to make an appointment. By applying, the applicant gives SAIGA permission to perform background, security, and employment reference checks and to verify documents and qualifications.