



Central University of
Technology, Free State

JOIN THE TEAM

Ubuntu

Integrity

Diversity

Innovation

Excellence

Training Officer (P9)



Bloemfontein Campus

RESOURCES AND OPERATIONS | Human Resources | Ref 323



About the
position

Main purpose of the job

Identifying staff training and development needs, and planning, organising, and overseeing appropriate training for the institution to accomplish developmental goals and objectives of CUT.

Main tasks

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| 1. Coordination of learning, development and training of internal stakeholders and engagements with external stakeholders. | 2. Administration of learning, development, and training |
| 3. Provide assistance with the preparation of management reports and other necessary documents | 4. Facilitate training sessions with staff and management. |
| 5. Design course material and manuals. | |



About the
appointment

Nature of appointment

Permanent Support Services

Minimum salary scale (Total Cost to Company)

R 506 963 per annum

(2022 Salary Scales to be determined)

Note: CUT applies an internal parity model to determine remuneration that complies with the principle of "equal pay for work of equal value". Accordingly, the preferred candidate may expect an offer that is in line with their qualifications and years of similar experience. Please contact the Recruitment office for more information on the applicable salary scale.



What are we
looking for?

Minimum Qualification/ Knowledge and/or Experience

- National Diploma in Human Resources Management.
- An ODETDP Qualification (Occupationally Directed Education Training & Development Practitioner)
- At least three (3) years' experience in a similar role
- Exposure to traditional and technology-infused job training methods and techniques
- MS Office Proficiency
- Proficiency in e-learning platforms

Desired Qualification, Knowledge and/or Experience

- Degree in Human Resources Management or equivalent
- At least five (5) years' experience in a similar role



Interested?

Job-Related Enquiries

Ms M Letsoara

✉ mletsoara@cut.ac.za

Remuneration, Benefits and Process Enquiries

Recruitment Office

✉ jobs@cut.ac.za

To find out more or to apply, visit www.cut.ac.za/careers or
<https://cut.job.skillsmapafrica.com/>

CLOSING DATE FOR APPLICATIONS – 28 January 2022

THINKING BEYOND