



MPUMALANGA Regional Training Trust

The Mpumalanga Regional Training Trust is an accredited training provider in the Province. Its mandate is to develop the Human Resources base of the Mpumalanga Province via the provision of experiential, technical, hospitality and tourism, entrepreneurship and life skills training. Applications are invited from suitable and qualified candidates for the following vacant positions:

Mpumalanga Regional Training Trust would like to invite suitable candidates to apply for the positions as advertised. Please take note that MRTT would like to also maintain a database of qualifying candidates for a period of 2 (two) years specifically for the positions in this advert in order to source candidates for appointment to the positions for a fixed-term contract which periods of employment contracts will vary depending on the operational requirements of the organisation.

Project Coordinators (7 Posts)

Minimum requirements: • A National Senior Certificate (Grade 12) or National Technical Certificate N3 • A National Diploma or Artisan Certificate or Bachelor's degree • At least 3 years' experience in Skills Training Facilitation or Coordination • A valid driver's licence • Assessor and Moderation Certificates will be added advantages • Knowledge of project management principles, stakeholder engagements in projects, project facilitation, community development and conflict resolution applications • Computer literacy.

Key performance areas: • Manage all aspects of identified projects in the programme: • Proactively coordinate identified projects and act as central point of contact for the project team, including clients, other facilitators and project beneficiaries • Identify, develop and maintain stakeholder relationships • Facilitate project meetings appropriately (this will involve facilitation of meeting proceedings and recording) • Create, write and coordinate professional, accurate, timely reports (either pre- or post-project and project meetings) • Ensure proper logistical arrangements for meetings • Ensure compliance with SETA's requirements during training • Induct learners and practitioners on training programmes • Promote engagement and develop new prospects for all projects: • Contribute to team/organisational work • Represent MRTT in all designated projects stakeholder meetings • Undertake other project-related activities as may be directed • Give appropriate advice in running the programme professionally by ensuring that Project Management Principles are applied • Liaise with clients to keep them informed of progress and make relevant decisions.

Practitioners (54 Posts)

• Painting • Bricklaying • Plastering & Tiling • Carpentry • Welding • Electrical • Plumbing • Boilermaking • Automotive Maintenance & Repair

Minimum requirements: • A National Senior Certificate (Grade 12) • A Trade Test Certificate in a relevant trade • An N2 qualification in a relevant trade • Assessor Certificate and ODETP Qualification will be added advantages • A minimum of 3 years' experience in training facilitation, 2 of which must have been in a relevant engineering industry.

Key performance areas: • Facilitate accredited Construction and Engineering skills training through institutional, practical training and workplace training • Implement technical training interventions in line with relevant SETAs • Implement Provincial and Local Government initiatives and Rural Development Programmes pertaining to the construction and engineering qualifications • Implement institutional training to learners in construction- and engineering-related trades • Achieve set annual performance targets.

Project Administrators (4 Posts)

Minimum requirements: • A recognised Senior Certificate • A certificate in Public/Office Administration/Office Management • A relevant diploma or Bachelor's degree will be an added advantage • Knowledge of Microsoft Office products (especially Excel).

Key performance areas: • File all CRDP/NYS/Centres training POEs practitioner files and reports • Compile learner admission forms and class lists for various projects • Capture/load learner information of the CETA database, Virtual IT (Internal System) • Administer the divisional time book on a daily basis • Facilitate and administer learners' stipends on a monthly basis • Receive weekly progress reports and weekly programmes and file them after approval • Provide records and produce management reports as required.

Trainee Labour Relations Officer (MRTT Artisan Development Programme)

Minimum requirements: • A Grade 12 or NCV at NQF level 3 or N2 Certificate or equivalent • Completed skills programme/learnership in boilermaking, welding or pipe fitting will be an added advantage • At least 2 years' experience in addressing learner complaints and assisting with solutions • At least 2 years' experience in disciplinary processes • At least 2 years' experience in a training environment will be an added advantage.

Key performance areas: • Participate and attend Learner Training and Camp Forum meetings • Liaise with youth structures and local municipalities in relation to the programme • Attend to learner issues and concerns at the Mshiniwami Training Academy • Draft minutes of aforesaid meetings in required format for perusal by the HR/IR Manager • Report all learner concerns raised in an ad hoc basis to the Assistant HR Manager • Provide learners with responses/information as per request and as guided by HR/IR/Training • Assist learners with special needs, ie ill health, within relevant parameters • Receive formal grievances from learners and assist in resolving same • File all warning/counseling records/injury/consultation outcomes • Assist all in preparations for formal disciplinary inquiries/consultations such as issuing/posting, preparing bundles.

Buyer (Supply Chain and Administration)

Requirements: • A degree/diploma in Supply Chain Management/Logistics Management or equivalent • Computer skills • At least 3 years' work experience as a Buyer.

Key performance areas: • Source quotations • Source statutory documents • Expedite quotation for submission • Develop the recommendation report • Place orders with prospective service providers • Expedite goods and services for delivery • Review recommendation reports to ensure all the signatures are appended on SCM documents • Attend briefing sessions with various end-users to ensure bottlenecks are resolved • Update supplier database as an when required • Contract administration but not limited to the above-mentioned.

Administration Clerk (MRTT Artisan Development Programme)

Minimum requirements: • A Grade 12 and Certificate in Administration Assistance • A minimum of 2 years' relevant work experience in an administration and marketing/PR/communication environment • Computer literacy • Knowledge of Excel will be an added advantage.

Key performance areas: • Assist with marketing and the All Artisan Development Programme • Perform administrative work • Assist in overseeing all applications for the Out of School Youth Artisan Development Programme • Receive records and file all applications for the Artisan Development Programme • Compile all assessments and enrolment list for hard and electronic filing • Ensure that all learner data is properly captured and entered • Liaise with potential learners regarding their applications, especially those missing certain supporting documents required for registration (ie verification of learner information) • Compile and complete the learner database capturing spreadsheets for all potential learners • Respond to potential learners' enquiries regarding the programmes • Provide updated information to the Marketing Manager regarding progress on capturing and recording learner information as and when needed • Call and inform learners regarding their pick-up dates and times for assessment and enrolment • Print and record applications received via e-mails and hand-delivery • Attend to any admin work for the Marketing Sub-programme in relation to the Artisan Development Programme • Check and verify all supporting documents for invoices and payment prior to submission • Process Artisan Development invoices for approval and payment • Assist with website monitoring and updates and liaise with the Website Developer.

Assessors (6 Posts)

Moderators (3 Posts)

• Plastering & Tiling • Plumbing • Bricklaying • Painting • Mix Farming • Carpentry

Requirements: • A Matric/N3/NQF Level 4 • An accredited and registered assessor/moderator with the relevant SETA • 3 years' working experience with the relevant SETA • Computer literacy.

Key performance areas: • Make assessments in accordance with ETPD best practice and the relevant SETA requirements • Carry out induction of Practitioners on the required quality standards • Regularly interact with practitioners during training • Ensure compliance with SETA verification requirements • Compile assessment and moderation reports • Keep and maintain records.

Mix Farming Systems Practitioners (8 Posts)

Minimum requirements: • A diploma in Plant or Animal Production Systems • An Assessor Certificate • A minimum of 3 years' experience in training facilitation.

Key performance areas: • Facilitate accredited Agricultural Skills Training through institutional, practical training and workplace Experiential Training • Implement the agricultural training interventions in line with Agri-SETA • Implement the institutional training to learners in the agricultural-related trades • Achieve set annual performance targets.

Cleaners (2 Posts)

• Kabokweni • Ekandustria

Minimum requirements: • Grade 10 • At least 5 years' work experience as a cleaner • Cleanliness capabilities.

Key performance areas: • Perform all office cleaning functions, including vacuuming of offices and corridors, emptying all waste bins and ensuring cleaning material is safely stored • Report anything in need of repair or replacement within the responsible area, including cleaning materials, to the appropriate person • Clean and vacuum offices and corridors • Empty waste bins or similar receptacles and transport waste material to designated collection points • Ensure that the office kitchen and equipment are properly cleaned and maintained • Sweep floors with brushes or dust control mops • Mop floors with wet or damp mops • Where applicable, use electrically powered scrubbing and polishing machines to burnish, scrub, polish and spray clean floors • Dust, damp wipe, wash or polish furniture, ledges, window sills, external surfaces of cupboards, etc • Carry out any other reasonable duties within the overall function of the job • Make sure that the office is locked properly at the end of the day.

Receptionists (3 Posts)

• Kabokweni • eMalaheni Head Office • Ekandustria

Minimum requirements: • Matric • Relevant diploma or equivalent (preferably in office administration) • 2 years' work experience as a receptionist.

Key performance areas: • Serve visitors by greeting, welcoming and directing them appropriately • Operate and maintain the office telecommunications system • Keep the reception area clean and neat at all times • Welcome visitors by greeting them in person or on the telephone, and answer or refer enquiries • Direct visitors appropriately by giving directions to specific offices • Operate the switchboard by attending to all incoming and outgoing calls • Assist with typing work as and when required and allocate document reference numbers • Treat all documents with confidentiality • Request stationery items and office consumables from stores for the Supply Chain and Administration Division • Liaise with drivers for delivery of requested stationery items • Keep a stock requisition book • Coordinate collection of letters by drivers from the post office • Order, replenish, keep and issue out printing paper to all staff on request • Receive all invoices and mail • Distribute arrangements with driver for dispatch to other MRTT branches to all departments.

Gardener (2 Posts)

• Ekandustria • Kabokweni

Minimum requirements: • At least 1 year's work experience as a Gardener • Gardening and basic landscaping skills • The ability to use and maintenance of hand tools and basic light machinery.

Key performance areas: • Water and feed the plants • Trim shrubs and trees • Remove weeds • Maintain the plants and keep them well-nourished • Cut the lawn and take away lifeless leaves • Clean the student toilets.

Legal Services Clerk

Minimum requirements: • A Legal Secretary Certificate or diploma • An LLB degree would be an added advantage • Familiarity with law, legal procedure and protocols • Satisfactory knowledge of day-to-day operations of a legal office.

Key performance areas: • Assist the company secretary to liaise with Board Members regarding their availability for meetings • Compile and keep records of meetings • Provide updates and follow up on resolutions by MRTT Committees • Prepare Board and Committee packs • Produce and file various legal documents.

Learners POE's Verifiers (2 Posts)

Minimum requirements: • Matric certificate/Technical Training Certificate • A minimum of 3 years' experience in training facilitation/teaching.

Key performance areas: • Arrange learner POE's as per municipalities • Check quality • Undertake recording and report writing.

Food Safety Assurer (HTA) Kanyamazane

Minimum requirements: • A relevant diploma or equivalent (accredited qualification) • A formal certificate from a registered food safety and hygiene specialist institution • At least 1 year's experience in a hotel or similar environment • Relevant experience within a 3- to 5-star environment will be an added advantage • Relevant experience of effectively managing a team will also be an added advantage • Computer literacy.

Key performance areas: • Be responsible for sanitation and hygiene information drive within the food sector • Propose and maintain required standards in all work areas, stores, receiving and disposal areas • Effectively and efficiently maintain records related to the hotel's sanitation and hygiene efforts and programmes • Monitor, assist and perform all procedures and protocols for maintaining an excellent sanitation and hygienic environment • Conduct monthly sanitation inspections throughout all food handling areas • Critically review the quarterly hygiene reports to ensure that all concerned areas are addressed in a timely manner and communicate related shortfalls to the Assistant Manager: Food and Beverage.

Mpumalanga Regional Training Trust is an equal opportunity and affirmative action employer. Women and people living with disabilities are encouraged to apply.

Individuals who meet the above requirements and are interested in the positions should forward their applications and detailed CVs, together with application letter, certified copies of qualifications, ID and driver's licence to the Human Resources Manager, Private Bag X7288, Witbank 1035 or hand-deliver to Suite No 8, Bureau de Paul, Corridor Crescent, Route N4 Business Park, Ben Fleur Ext 11, 1035 or e-mail to recruitment@rttrust.co.za

Enquiries: SN Mabena, tel. (013) 656-0931/0875

NB: Failure to submit the required documentation will lead to the disqualification of candidates. Applicants with foreign qualifications must attach SAQA verifications. Recommended candidates will undergo comprehensive reference checks, which include qualification verification, credit, criminal and other relevant checks. Comprehensive assessments may be conducted.

Closing date: 20 July 2018

No applications received after the closing date will be considered. Communication will be entered into with shortlisted candidates only. If you do not receive correspondence within 30 days of the closing date, you should consider your application to be unsuccessful.

Mpumalanga Regional Training Trust reserves the right to make appointments.