



Job Title:	Training Programme: Facilitator/Assessor x 9 (12 Months Contract basis)
Organisation:	NEMISA
Department:	Creative Media
Location:	Gauteng Parktown
Salary Range:	TBC during the interview
Upward Reporting Relationships:	Head of Department (Creative Media)
Reference Number:	NEM-10/03/2022

MAIN PURPOSE OF JOB

To plan, prepare and conduct the facilitation and assessment of learners to ensure learning development and the delivery of relevant qualifications.

JOB OBJECTIVES

- Facilitate learning (online and face-to-face) through scheduled, and properly executed training interventions
- Deliver training in line with the required quality standards of QCTO/SETA and the NEMISA reporting, administration, and document control.
- Assess learners formative and summative assessment in line with qualification guidelines.
- Conduct formative and summative assessment activities ensuring that assessments are moderated
- Travel and participate in training delivery conducted off NEMISA Campus
- Provide remedial teaching and academic support to learners
- Provide course feedback
- Review and Report Course Evaluations
- Participate in research, course material design and curriculum development pertaining to unit standards in the qualification
- Maintain, manage, and administer learner grades, records, and results
- Monitor learner progress and provide academic and learner support towards learner competency
- Maintain professional development in the industry through affiliations, practical work, research, presentations, and conferencing.

Education: Formal Qualifications

Education involves the acquisition of knowledge and skills through learning where subject matter is imparted systematically. Formal qualifications are obtained by studying at formal institutions e.g. universities, Technikons, colleges, etc.

Level of Education:

Minimum:

- Three-year National Diploma/Degree in Media Studies or equivalent qualification at NQF Level 6
- National certificate in OD ETDP (Preferable) or
- Facilitate learning using a variety of given methodologies (117871)
- Conduct Outcomes Based Assessment (115753)
- SETA constituent registration as Assessor for above listed qualifications

Ideal:

- Moderator accreditation

Job related Work Experience

Experience is obtained through opportunities for exposure and practice at work. It includes all working experience that has some bearing on the job and is not restricted to the current organisation. Supervised on-the-job training, internships and learnerships are incorporated within this category.

Minimum:

- 3-4 years practical work experience in the industry
- 2-3 years' experience of mentoring, coaching or facilitation

Ideal:

- Participated in Formal Training and Development
- Valid driver's license

Job related Knowledge

Job-related knowledge is typically gained through formal or informal training programs (these exclude programs through which Formal Qualifications are attained). It includes knowledge of facts, data and information and understanding the rationale behind models, theories and principles.

- Knowledge of relevant legislation, regulations and policies applied in the industry
- Advanced knowledge of Microsoft office suite
- Analytical Skills
- Good Communication skills (written and verbal)
- Report writing skills
- Good communication skills
- Computer literate

Competency requirements

- Analysis and Problem Solving
- Strategic thinking
- Planning and organising
- Logical reasoning
- Critical judgement
- Decisiveness
- Information gathering
- Initiative
- Emotional maturity
- Commercial Acumen
- Flexibility
- Communication (Written and Verbal)
- Impact and influence
- Emotional maturity
- Results and quality focus
- Detailed focus

Important note:

Please email through comprehensive CV and certified copies of Qualifications/Supporting documents to:

FacAsses@nemisa.co.za

- If you do not hear from us within one week of the closing date, please regard your application as unsuccessful.
- Preference will be given to historically disadvantaged applicants.
- Only candidates who meet the minimum requirements should apply. Correspondence will only be limited to short listed candidates.
- NEMISA reserves the right not to make an appointment.
- Closing Date: **25 March 2022 (16:30pm)**.