



Training Officer

Duration: Permanent Position

Location: Midrand, Gauteng

Remuneration: R 526 384.87 (Total Cost of Employment per annum)

The South African Board for Sheriffs (SABFS) is responsible for the maintenance of the esteem of, the enhancement of the status of, and the improvement of the standard of training of and functions performed by sheriffs, in a manner that enhances access to justice.

The Training Officer is responsible for monitoring and facilitating knowledge acquisition and reporting on the effectiveness of programmes and interventions in accomplishing the long-term skills developmental goals/objectives of the South African Board for Sheriffs (SABFS).

This position reports to the Manager: Training & Development and Communications.

KEY PERFORMANCE AREAS

The below highlights the key areas of focus but is not limited to:

1. Organisational Development Planning

- a. Collaborates with management to gain knowledge of work situation requiring training for employees
- b. Monitor and support PDP planning sessions for organisation
- c. Monitor and record training results and statistics
- d. Continuously recommend new training approaches, techniques and programmes
- e. Build well established partnerships with the various internal and external stakeholders
- f. Co-ordinate projects within a standardised training framework
- g. Conduct international benchmarking research to keep abreast of developments
- h. Plan, develop, and provide training and staff development programs
- i. Analyse training needs to develop new training programs or modify and improve existing programs
- j. Writes business proposals with budgets and submits to the Board and stakeholders for funding

2. Design training interventions

- a. Formulates teaching outline and determines instructional methods
- b. Develop relevant, value-adding training material
- c. Develop training curriculum for new and existing sheriffs, deputy sheriffs and sheriff support staff.
- d. Analyse feedback and amend training programmes as required
- e. Develops teaching aids, such as training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works

3. Facilitate training interventions

- a. Facilitates and coordinates relevant training interventions
- b. Facilitate the transfer of skills and knowledge
- c. Accurately assess learner skills, abilities and knowledge to determine competence levels
- d. Moderate training interventions and assessments for formal programmes
- e. Measure progress and evaluate effectiveness of training.
- f. Facilitate induction programme for new staff

4. Scope, plan, create and maintain development project plans and schedules for training initiatives

- a. Define tasks and project milestones to ensure systematic planning of the prioritised SABFS strategic objectives
- b. Monitor, track, and report on progress against plans to all stakeholders
- c. Track key milestones and commitments and ensure completion of milestones as scheduled, in line with SETA requirements.
- d. Allocate and monitor project tasks as well as support tasks.
- e. Liaise with all stakeholders to capture project requirements.
- f. Communicate requirements to project team
- g. Report on task / project dependencies, risks factors, and resource conflicts.
- h. Ensure successful implementation of project / support objectives and goals.
- i. Liaise with stakeholders to ensure that expectations are met.
- j. Constantly document and improve SABFS project management process

5. Performs tasks associated with the administrative and reporting requirements of the function

- a. Capture and analyse PDP data for organisation
- b. Oversees professional indexes and manage the control of information flow
- c. Support the Implementation of the document management and Archives Acts for the storing of digital and hard copy documents.
- d. Actively manages all financial resources, facilities and assets to ensure maximum benefit, value for money and manageability of risks
- e. Lead the development and submission of an annual Workplace Skills Plan and Annual Training Report in compliance with the requirements of the relevant SETA.
- f. Compile and update statistical information with respect to training completed, attendance levels and targets achieved.
- g. Prepare reports on the activities of the training interventions and projects outlining objectives and accomplishment of outcomes.
- h. Update training materials, in line with changes to the legislation, processes and agreements.
- i. Maintain the training information and recordkeeping system, and respond to queries.
- j. Ensure reports, correspondence and documentation and information is recorded, processed and maintained in accordance with SABFS administrative procedures

KNOWLEDGE, SKILLS AND ABILITIES

- Possesses theoretical understanding of facilitation methodology, and understands and implements the principles thereof to the appropriate target audience
- Excellent verbal and written communication skills
- Good understanding of how best to develop and write training material
- Ability to communicate and relate to all stakeholders (internal and external)
- Have a good understanding of the sheriffs' profession and the South African Board for Sheriffs to ensure that the training programmes are best administered and are relevant to stakeholders
- Ability to track spending and manage budgets
- Able to work independently and utilise original and creative skills development initiatives
- Pro-actively identifying new laws affecting the work of the sheriff
- Experience completing WSP's and ATR's
- Provide guidance on the Boards' skills development direction
- Analysis of future and past strategies
- Ability to work closely with, and lead facilitators, assessors, training service providers, stakeholders (SASSETA and QCTO) graphic designers, printers, etc.

QUALIFICATIONS & EXPERIENCE

- Appropriate Tertiary Qualification (B Degree or equivalent) or equivalent
- Minimum 5 - 7 years' experience equivalent to that of a Training Officer (middle management)
- Registered assessor and moderator
- Registered Skills Development Facilitator, Good knowledge of SAQA, QCTO and SETA structures and the Skills Development Act (SDA)
- Development and design of occupational qualifications
- Experience and knowledge of E-learning
- Budgeting and proposal writing Strong writing skills
- Instructional design of learning material will be beneficial.
- Valid driver's licence.

NOTE: Communication will be limited to shortlisted candidates. The preferred candidate(s) will be subjected to a competency assessment, security clearance and qualification verification.

APPLICATION PROCESS

- ❖ A Curriculum Vitae, certified copies of ID and qualifications should be submitted at the following link <https://forms.gle/TNMY2AwabKx83cyw8>
- ❖ Closing date for all applications – **13 June 2025**
- ❖ Full job description on the website from <http://www.sheriffs.org.za/vacancies>

NOTE: The South African Board for Sheriffs encourages applications from people with Disabilities.