

CHESHIRE HOMES SOUTH AFRICA

JOB DESCRIPTION

Position: Training Officer

Area: Soweto / Johannesburg

Reporting to: LRC Manager

Purpose of Role:

To serve as a Training Officer for People with Disabilities (PWDs) and help them in their career life advancement through training at the Livelihoods Resource Centre or external Institutions.

Reporting

The Training Officer will report to the LRC Manager on a regular bases (at least weekly) providing updates on the progress of the various activities. Any challenges or problems in relation to completion of the various activities will be highlighted at the earliest opportunity. Discussions will be held as soon as possible if the timescale of the activities needs to be extended.

Key Responsibilities:

- Identification and registration of PWDs requiring training and compile database
- Conduct Training Needs assessment of LRC Programme beneficiaries in collaboration with the Livelihoods Resource Centre Manager, the Career Guidance Counsellor and Placement Officer
- Compile identified training needs and make training recommendations
- Develop a database of resource institutions, resource persons to carry out various trainings in and out of the LRC
- Plan and organize various training programmes for disabled people for formal employment and / or Self employment through the Livelihood Resource Centre and external institutions – specially focused courses
- Compile action plans for the candidates and refer the candidates for appropriate service/ training.
- Plan & organize training programmes - Pre vocational and vocational trainings with various institutions
- Develop and conduct soft skill and communication skill sessions for PWDs in-house for confidence building (hygiene education, deportment and etiquette).
- Support the Job Placement Officer in employment profiling of candidates and placement.
- Identify various opportunities for self employment for PWDs by working with training institutions, Government and MFIs.

- Linkages with financial institutions, MFIs and government departments for helping candidates to avail the financial services towards self employment
- Develop and sustain contacts with mainstream training institutions and collaborate for organizing various training programmes
- Facilitate Set up of a computer /internet library and ensure beneficiaries attain skills to exploit the centre.
- Work with other members of the team to ensure effective participation of employers, training institutions in training and placement of PWDs.
- Write Programme reports on a monthly basis or as requested by the Line Manager or the National Director
- Any other duties that may be assigned to you

Education and Experience

Essential:

- Degree level education in Social or Development Studies or other related studies
- Excellent communication skills in spoken and written English.
- Minimum two years of work experience in developing and delivering or organising job oriented trainings preferably to persons with disability.
- Should have good corporate network & interpersonal skills, should be aware of the industry trends in terms of skills and job requirements to develop the training programmes which suits to industry demands.
- Should be Innovative and have skills of design new programmes and develop new techniques to deliver the training to different kind of disabled persons.
- Should possess high energy levels, Self driven & dynamic personality.
- Should have understanding of issues related to disabilities
- Creative aptitude for developing various training related and other communication material
- Ability to speak One South Africa language other than Afrikaans and English

Desirable:

- Knowledge of Sign Language.

