

Swakop Uranium, a Namibian world class uranium mining company, invites people who are self-motivated, energetic and wish to work in a High Performance Culture environment, to apply for the following role.

Senior Officer: Curriculum

Location: Husab Site, Swakopmund
Reports to the Superintendent: OD & Training

MAIN PURPOSE OF JOB

Collaborate with End-User Departments and Skills Trainers when reviewing, designing and developing internal soft skills and technical training courses/programmes. Maintain an up-to-date training research library and ensure successful integration of operational, legal and national legislations and requirements into training material and documents. Maintain an effective course catalogue and training management system. Implement best practices and quality assurance measures.

Key Performance Areas:

- Develops and implements a training document database and ensures that the training catalogue is updated with a strong focus on accuracy.
- Maintains the training management system and ensures compliance to the procedure on design and review of training programs.
- Designs and implements training program evaluation, cost effectiveness measurements and systems in order to ensure achievement of training quality and objectives.
- Evaluates the effectiveness of training programs and implements changes and improvements to meet objectives.
- Maintains an up-to-date training research library for Skills Trainers and ensures successful integration of training requirements into manuals and material.
- Ensures that a high quality curriculum is aligned with national standards and best practices.
- Collaborates with Skills Trainers and EUD's in the development, and implementation of courses, assessment tools and any supplemental materials.
- Provides support to Skills Trainers in creating lesson plans that are accurately aligned with the curriculum by reviewing course content and training methodologies and identifying areas of improvement.
- Consults with line managers in ensuring correct interpretation and application of the training programs.
- Designs action plans for the review of training material and ensures approval is obtained from all relevant parties involved.
- Benchmarks training programs and advises management on the implementation thereof.
- Submits comprehensive reports to the Superintendent OD & Training for review verification of training data and activities to ensure information is correct.
- Assists with final assessment and moderation of all Operators and ensures adherence to code of conduct of assessments And moderation.

Requirements and experience:

- Grade 12 with a Diploma in Occupational Directed Education or Development Training, or Bachelor Degree in Training & Development Organization.
- Certification in Design & development, Assessor & Moderation.
- 7 years or more experience in Learning & Training environment, especially in the curriculum design environment.
- Sound interpersonal relations and report writing skills.
- Excellent MS Office knowledge.
- Knowledge of the Namibian Skills Levy Act and Vocational Training Act.
- Must be familiar with a Training management system.
- Sound knowledge of Training & Development methodologies and practices.
- Valid Code B/BE Driver's License.

Through its commitment to its people, the company offers a competitive remuneration package and the opportunity to work alongside some of the most experienced and dedicated people in the industry.

Send your cv's and other relevant documents to Recruitment@cgnpc.com.cn 10 April 2019.

Previously disadvantaged Namibians are encouraged to apply.

Clearly indicate the position you are applying for as well as your name and surname in the subject line of your application e mail.

Applications received that do not meet the criteria will not be considered.

Only shortlisted candidates will be contacted within two weeks of the closing date of this advertisement and no documents will be returned.