

Trainer vacancy at AVBOB

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Deadline: Ongoing / Not specified

Location: Durbanville, South Africa

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AVBOB is recruiting and accepting applications for Trainer vacancy.

Description

To facilitate learning programmes and help develop the current training programme. Ensure that delegates meet their learning objectives whilst contributing to the programmes' overall performance target. Review training practice to maximise delegate satisfaction and success. Conduct training needs analysis. Manage distance education. Do assessment and quality assurance of all learning programmes.

Minimum Qualifications

- 2 Year Tertiary Qualification: Humanities preferably.
- Intermediate level of proficiency relating to the MS Office Suite (in particular MS Word, MS Excel and MS PowerPoint).

Minimum Experience

- 2 Years practical experience of HR systems and software.
- 3 Years' experience as a HR practitioner.

MORE OPPORTUNITIES:

Technical And Behavioural Competencies

- Intermediate level negotiation skills
- Basic level understanding of budgeting and cost control
- Basic level understanding of strategic objectives
- Basic level Mentorship & Coaching Skills
- Intermediate level understanding of HR business processes and procedures
- Intermediate level knowledge and understanding of relevant legislation
- Intermediate level supervisory skills
- Intermediate level interpersonal skills
- Intermediate level planning and organising skills
- Intermediate level problem-solving skills

- Intermediate level conflict management skills
- Intermediate level decision making judgement skills
- Advanced level knowledge of HR principles, processes and procedures
- Advanced level administration skills
- Advanced level communication skills
- Detail-oriented
- Proactive
- Tenacity
- Autonomy/independence
- Assertive
- Decisiveness
- Initiating action
- Maintaining high work standards

Key Performance Areas

- Apply knowledge and promote quality learning in line with regulations, policies, procedures and strategic objectives
- Manage ,control and conduct training interventions with regards to product training, sales development, legislative, Orientation etc, for all employees at stipulated Life , District and satellite offices
- Establishes a systematic course of action for oneself to ensure accomplishment of objectives. Determines priorities and allocates time and resources effectively
- Develops and maintains effective relationships with others, relates well to people from varied backgrounds and in different situations, shows understanding, courtesy, tact, empathy, concerns and politeness on the job
- Understands how the insurance and funeral industry really works and actively participates in the development and ‘roll out’ of the business plan(s)
- Apply knowledge of principles, practices, policies and processes to ensure effective and efficient administrative operation

How to apply

To apply, [visit AVBOB careers portal](#).

Reference Number: HUBT/WC

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