



C A R E E R O P P O R T U N I T Y

A B O U T U S

Right to Care is at the vanguard in supporting and delivering prevention, care, and treatment services for HIV and associated diseases. We work with government and communities to find pioneering solutions to build and strengthening public healthcare.

We embrace a strong entrepreneurial culture and focuses on innovation and the use of technology to enhance services, address skills shortages, and deliver quality healthcare outcomes. Our areas of expertise include HIV and TB care and treatment, pharmacy automation, medical male circumcision, and cervical cancer diagnosis and treatment.

A B O U T T H E P O S I T I O N

Request to Hire	RTC-1712	Date advertised:	22 November 2024
Closing date:	15 January 2024	Position:	Technical Specialist (Training & Development)
Location:	Centurion	Contract type:	Fixed Term
Contract duration:	31 st December 2025	Reporting to:	HR Manager
Job grade:	D1	Contact Person:	Vacancy13
Contact email:	vacancy13@righttocare.org		

Q U A L I F I C A T I O N S A N D E X P E R I E N C E

Minimum Required Qualifications

- Grade 12
- Three-year bachelor's degree or Advanced Diploma in Human Resources Management/ Human Resources Development/ Training and Development/ Management of Training/ Public Management/ Public Administration/ Industrial Psychology/ or an equivalent related qualification at NQF level 7 as recognized by SAQA.
- SAGE P300 / VIP (or related versions) Payroll and HR system
- A valid driver's licence
- Internet; AI; general Technologies awareness

Desirable Qualifications:

- A relevant Postgraduate qualification

Minimum Required Experience:

- Seven (7) years relevant and extensive work experience in Human Resource Management, especially in Training and Development and Performance Management and Development System) of which three (3) years must be at supervisory / management level

Desirable Experience:

- Previous experience working in a similar role within the NGO sector advantageous

T E C H N I C A L A N D B E H A V I O U R A L C O M P E T E N C I E S

- Accountability
- Attention to detail
- Communication
- Dependability and Reliability
- Ethics and Integrity
- Knowledge of the job
- Quality of work and accuracy

K E Y P E R F O R M A N C E A R E A S

THE PRIMARY GOALS:

- Investigate, design, and implement training solutions to support SAHPRA's effectiveness.
- Support the organisation to improve regulatory performance through the implementation of targeted training programs in critical technical areas.
- Understand and benchmark the current SAHPRA skills sets by conducting a skills audit utilising the WHO competency assessment tool.
- Based on the outcomes of the audit, develop a capacity development strategy and implementation plan for the next three (3) years.
- Facilitate, and monitor the development of SAHPRA's competency frameworks.
- Identify partners who will support SAHPRA in funding and implementation of the Training Programs.
- Continuously monitor the effectiveness of the Training Programs against the SAHPRA Regulatory outputs.
- Facilitate leadership development interventions.
- Develop and monitor talent management policies, frameworks, processes, and procedures.

IMPROVING THE PERFORMANCE OF THE REGULATORY AUTHORITY

- Undertake continuous improvement interventions such as establishment of quality management systems, development of SOPs for effective implementation of training programs.
- Recommends and adheres to budget allocated for training and Training and Development projects.
- Establish partnerships with well-established regulatory authorities through the signing of MOUs to formalize relations with an aim to facilitate training and where relevant collaborative review processes.
- Working with a cohort of associates and collaborators that are experts in specific technical areas, create a pool of trainers and mentors.

- Liase with the relevant SETA (HWSETA) in the development and submission of SAHPRA's workplace skills plan (WSP) and related reporting with the assistance of the human resources team.
- Monitors SAHPRA's compliance with HWSETA and optimises opportunities for relevant benefits (e.g., Grants and available training)
- Ensures the implementation of Training and Development and Skills Development initiatives to embed a learning culture and build SAHPRA's Talent Pipeline.
- Manages external service providers for training and development SLA's in relation to service provision.

HR GOVERNANCE AND REPORTING

- Ensure compliance with relevant HR legislation by researching and interpreting HR compliance requirements included in statutes, policy frameworks and guidelines.
- Facilitating the development and monitoring the functioning of Employment Equity and Skills Development Committees, plans and reporting as legislated.
- Management of HR biographic, financial and performance information to ensure it is readily available for HR Audits, monthly, quarterly, and annual reporting.
- Lead and assist on the processes of maintaining records and procedures for to SAHPRA's training programs.
- Development and review of HR Processes and related templates in alignment with approved HR policies

DISCLAIMER

By applying for the above-mentioned position, you consent to Right to Care to conduct qualification, ID, criminal and reference checks (internal and external) which forms part of the Company's recruitment policy and procedure. Should you not receive a response to your application from Right to Care within one month of this advert being placed, kindly consider your application as being unsuccessful.

Only applicants meeting the strict criteria outlined above will be contacted as part of the shortlisting process. Right to Care reserves the right to withdraw the vacancy at any time for whatever reason.

Right to Care is an equal opportunity affirmative action employer. The Company's approved Employment Equity Plan and Targets will be considered as part of the recruitment process. As an Equal Opportunities Employer, we actively encourage and welcome people with various disabilities to apply.