

---

# INTERNAL/EXTERNAL ADVERTISEMENT

## National Training Designer

### Province: National Office-Johannesburg

---

The New loveLife Trust is looking to recruit a suitable candidate to design and develop all loveLife training, as well as overseeing and monitoring its implementation. The successful applicant will be required to fulfil the following primary functions in a professional manner and with technical excellence:

- Improvement of designed loveLife lesson plans for loveLife training/capacitation workshops based on training implementation feedback
- Development of new lesson plans when necessary for loveLife training/capacitation workshops – based on training needs as identified through various sources/activities.
- Assistance with and/or training, coaching/mentoring of Provincial Programme Leaders (PPLs) with regards to the design of lesson-plans/training workshops for local trainings where appropriate.
- Quality assurance of all locally developed lesson-plans/training workshops.
- Pre-training of PPLs (or other train-the-trainer facilitators if PPLs are not involved) of all newly designed training workshops/standardized loveLife Training.
- Development/updating of all content and training manuals as well as training materials for newly designed standard/corporate training workshops to the point where the Director: Youth Programmes receives a final and consolidated training package ready for easy duplication.
- Manage Service Level Agreements with all operations teams, specifically focusing on:
  - Travel and Conferencing: ensuring bookings are made on time and on budget.
  - Warehousing and Distribution: ensuring all training materials are printed, procured and distributed on time and on budget.
  - Human Resources: ensuring training design adheres to the Labour Relations Act and the internal policies and procedures of the New loveLife Trust.
- Liaison with PPLs and Provincial Managers to ensure training calendar is implemented as planned.
- Design and implement monitoring and quality assurance tools.
- Provide regular reports to Director and other senior managers on the implementation and quality of loveLife training throughout South Africa.
- Link feedback from training evaluations into future training design.

Suitable candidates will need to satisfy the following requirements:

- A suitable tertiary qualification
- Experience in learning/training design
- Background in training
- Experience in learning/training design
- Excellent writing skills
- Knowledge of training methodologies, training design and social research methodologies
- Event management experience
- Attention to detail and systematic thinker
- Self-initiator, pro-activeness and displays leadership qualities
- Drivers licence is compulsory

Total remuneration package: **Entry level R221 550pa**

---

**Please forward a summarised CV-no certificates to Fax: 086 601 2341 or e-mail address: [recruit@lovelife.org.za](mailto:recruit@lovelife.org.za) to reach loveLife National Offices no later than the 29<sup>th</sup> November 2010.**

**If you have not had any response within six weeks after the closing date, please accept that your application has been unsuccessful**

