

Welcome to Harambee, where we're all about solving youth unemployment through partnerships. We're not your typical organisation – we're driven by integrity, results, impact, and a passion for South Africa's youth. Our work is fast-paced and exciting, thanks to partnerships with key stakeholders such as The Presidency of South Africa, Business Unity South Africa, Youth Employment Service (YES), and others who share our mission.

If you enjoy a fast pace, are change adept love diving into new tech, and thrive in a collaborative, flexible environment, then you're exactly who we're looking for. Our goal remains nothing short of changing the world! Harambee has the capability and unique opportunity to achieve its founding vision of being a catalyst for significant and enduring positive change in tackling the global challenge of this generation. We invite you to join us, and let's make a real impact together.

HOW TO APPLY

Closing date is **28 June 2024**
Apply by sending your CV to recruitment@harambee.co.za including the position you are applying for in the subject line.

By applying for this vacancy, you give consent for your CV to be reviewed for other roles and shared with the relevant persons at Harambee.

JOB OPPORTUNITY SPECIFICATIONS

POSITION

Learning & Development Facilitator

REPORTS TO

Learning, Development & Engagement Manager

LOCATION

Johannesburg

ABOUT THE ROLE

To coordinate and facilitate learning, development, and engagement in the organization.

JOB DESCRIPTION

- Assist People team to engage organization on the Harambee Way of Working.
- Support development efforts through implementation of change and culture enablement interventions.
- Work closely with the Development and Engagement Manager to coordinate the logistics of training programs. This includes scheduling training and facilitation sessions, securing training venues (physical and virtual), arranging necessary equipment and ensuring the availability of training materials.
- Collaborate with change champions to keep track of the organization's pulse and to support effective implementation of programmes (includes, Harambee Values, Inclusion & Diversity, Systems Change Communication & Wellness).
- Manage the registration and enrolment process for training programs, maintain participant records, and communicate important information to attendees. May also handle inquiries and provide support to participants regarding training logistics.
- Coordinate Talent Engagement survey completion, contribute to analysis of data, facilitate review of results and creation of action plans based on findings.
- Partner with strategic communication team to develop employee communication, campaigns.
- Assists in the development and maintenance of training resources such as training materials, manuals, handouts, and multimedia aids.
- Track and organize these resources to ensure they are readily available for facilitators and participants.
- Facilitate training, guide and enable effective group processes, encourage collaboration and active participation.
- Assist in gathering feedback from participants and facilitators to evaluate the effectiveness of training programs. This may involve distributing evaluation forms, compiling feedback, and preparing reports for Talent Development & Engagement manager to assess the impact of the training initiatives.
- Manage the Learning Management System (or equivalent) including uploading training materials, enrolling participants generating reports, and troubleshooting any technical issues.
- Collaborate with various stakeholders, including Talent Development & Engagement, People Business Partners, teams, external vendors and Finance team to ensure smooth coordination and execution of training programs.
- Provide support and be the liaison with internal clients on all related admin and coordination services.
- Whatever else is needed to deliver results!

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MINIMUM REQUIREMENTS

- Matric / Grade 12.
- Minimum of 2 years working experience facilitating for diverse group of audience across levels and teams.
- Ability to co-ordinate multiple activities in order to deliver results.
- Must have advanced proficiency in MS Office – including:
 - Word
 - Outlook
 - And especially administrative experience a must

COMPETENCIES

- Communication skills
- Strategic thinking
- Continuous learning
- Creativity