

<https://www.internswired.online/job/pepkor-learnerships/>

Pepkor: Learnerships 2024 / 2025 New Hiring

Description

Pepkor is seeking a motivated and organized individual to join our team as a Learnership Program Coordinator. In this role, you will be responsible for overseeing the implementation and management of our Learnership Program across multiple locations. You will work closely with various stakeholders to ensure the successful delivery of the program and the development of participants.

Responsibilities

- Develop and implement strategies for recruiting learners into the program, ensuring diversity and inclusion.
- Coordinate all aspects of the learnership program, including scheduling, facilitation of training sessions, and monitoring progress.
- Serve as the main point of contact for learners, mentors, trainers, and other stakeholders, providing support and guidance throughout the program.
- Collaborate with internal departments to align program objectives with organizational goals and values.
- Monitor and evaluate the effectiveness of the program, collecting feedback and making adjustments as needed to ensure continuous improvement.
- Maintain accurate records and documentation related to the learnership program, including attendance, assessments, and evaluations.
- Stay informed about industry trends and best practices in learnership programs, incorporating new ideas and approaches to enhance program outcomes.
- Act as an ambassador for Pepkor, promoting the learnership program and representing the company at recruitment events and community outreach activities.

Qualifications

- Bachelor's degree in Human Resources, Education, Business Administration, or related field.
- Proven experience in program coordination or project management, preferably in a learning and development setting.
- Strong organizational skills with the ability to manage multiple tasks and priorities simultaneously.
- Excellent communication and interpersonal skills, with the ability to build relationships and collaborate effectively with diverse stakeholders.
- Knowledge of relevant legislation and regulations governing learnership programs.
- Proficiency in Microsoft Office Suite and other relevant software applications.
- Ability to travel to various locations as needed.

Job Benefits

- Competitive salary package
- Opportunities for career advancement and professional development

Hiring organization

Pepkor

Employment Type

Intern

Duration of employment

3 Months

Industry

Retail

Job Location

Cape Town, Western Cape, South Africa, 8000, Cape Town, Western Cape, South Africa

Working Hours

09

Date posted

May 18, 2024

Valid through

05.03.2028

- Comprehensive benefits package including medical, dental, and retirement plans
- Dynamic and supportive work environment with a focus on employee well-being and work-life balance

Contacts

- **Prepare Your Application Materials:** Update your resume/CV to highlight your relevant experience, skills, and qualifications. Write a cover letter expressing your interest in the position and why you believe you are a good fit for the role.
- **Visit the Pepkor Careers Page:** Go to the Pepkor website and navigate to the Careers section. Look for the current job openings or search for the Learnership Program Coordinator position.
- **Review the Job Posting:** Read the job description carefully to ensure you understand the responsibilities, requirements, and expectations for the role.
- **Click on “Apply Now” or “Submit Application”:** Once you’ve found the Learnership Program Coordinator position, click on the corresponding button to start the application process.
- **Complete the Online Application Form:** Fill out all required fields in the online application form. This typically includes personal information, education, work experience, and contact details.
- **Upload Your Documents:** Upload your updated resume/CV and cover letter to the application portal. Make sure your documents are in a compatible format (e.g., PDF, Word).
- **Submit Your Application:** Review your application for any errors or missing information before submitting it. Once you’re satisfied, click the “Submit” or “Apply” button to send your application to Pepkor’s recruitment team.
- **Monitor Your Email:** Keep an eye on your email inbox for any communication from Pepkor regarding your application. This may include updates on the status of your application, requests for additional information, or invitations to interviews.
- **Follow Up if Necessary:** If you haven’t heard back within a reasonable timeframe, consider following up with Pepkor’s HR department to inquire about the status of your application. Be polite and professional in your communication.
- **Prepare for Interviews:** If you’re selected for an interview, take the time to prepare by researching Pepkor, practicing common interview questions, and showcasing your skills and experiences relevant to the role.