



<https://www.internswired.online/job/puff-and-pass-learnerships/>

## Puff and Pass Learnerships 2023 New Hiring

### Description

Puff and Pass is seeking a dedicated and motivated Learnerships Coordinator to join our team. As the Learnerships Coordinator, you will play a crucial role in facilitating and managing our learnership programs, ensuring that they are conducted smoothly and efficiently. This is an exciting opportunity to contribute to the professional development of aspiring talents and make a meaningful impact on their career journeys.

### Responsibilities

- 1. Learnership Program Management:**
  - Coordinate all aspects of learnership programs, from inception to completion.
  - Collaborate with partner organizations and educational institutions to identify potential candidates and develop customized training plans.
  - Ensure compliance with relevant legal and regulatory requirements governing learnerships.
- 2. Recruitment and Selection:**
  - Oversee the recruitment process for learners, including advertising, interviewing, and selecting suitable candidates.
  - Maintain a database of potential learners for future opportunities.
- 3. Onboarding and Orientation:**
  - Organize comprehensive orientations for learners to familiarize them with the company, their roles, and program expectations.
  - Provide ongoing support and guidance to learners throughout their journey.
- 4. Mentorship and Development:**
  - Match learners with appropriate mentors and supervisors.
  - Monitor learner progress and provide regular feedback and coaching.
  - Identify opportunities for additional training and skill development.
- 5. Reporting and Documentation:**
  - Maintain accurate records of all learnership activities, attendance, and assessments.
  - Generate periodic reports for management and external stakeholders.
- 6. Quality Assurance:**
  - Ensure the quality of training and mentorship is maintained at a high standard.
  - Continuously assess the effectiveness of learnership programs and make necessary improvements.

### Qualifications

- Bachelor's degree in Human Resources, Education, or a related field.
- Proven experience in program coordination, particularly in learnership programs or youth development initiatives.
- Strong organizational and project management skills.

### Hiring organization

Puff and Pass

### Employment Type

Intern

### Duration of employment

3 Months

### Industry

Marketing Agency

### Job Location

Randburg, Gauteng, South Africa,  
2194, Randburg, Gauteng, South Africa

### Working Hours

09

### Date posted

May 23, 2024

### Valid through

20.10.2024

- Excellent communication and interpersonal skills.
- Knowledge of relevant labor laws and regulations.
- Ability to work with a diverse group of learners and stakeholders.
- Strong computer skills, including proficiency in Microsoft Office.

## Job Benefits

1. **Competitive Salary:** We offer a competitive salary structure to ensure our employees are rewarded for their skills, experience, and dedication.
2. **Professional Development:** As a company dedicated to nurturing talent, we encourage and support ongoing learning and development. Our employees have access to training programs and opportunities to enhance their skills and advance their careers.
3. **Learnership Opportunities:** Puff and Pass employees have the chance to participate in learnership programs designed to boost their expertise and expand their horizons.
4. **Mentorship and Coaching:** We provide a supportive environment with mentorship and coaching to help employees reach their full potential. Whether you are a mentor or a mentee, our mentorship program fosters professional growth and personal development.
5. **Health and Wellness:**
  - **Healthcare Coverage:** We offer comprehensive health insurance plans that cover medical, dental, and vision expenses to ensure your well-being and that of your family.
  - **Wellness Programs:** Our wellness initiatives promote a healthy work-life balance, including fitness and mental health programs to support your overall well-being.
6. **Retirement Benefits:** We offer retirement savings plans and options to secure your financial future.
7. **Flexible Work Arrangements:** We understand the importance of work-life balance and offer flexible work arrangements when possible to accommodate your needs.
8. **Paid Time Off:** We provide paid time off, including vacation days, holidays, and personal days, allowing you to rest and recharge.
9. **Employee Assistance Program:** We offer access to counseling services and resources to support employees' mental and emotional well-being.
10. **Inclusive and Diverse Work Environment:** We are committed to fostering a workplace that values diversity and inclusion. We actively promote a culture that respects and appreciates the unique perspectives and backgrounds of our employees.

## Contacts

1. **Prepare your Application Materials:**
  - **Resume:** Create a well-structured resume that highlights your relevant education, work experience, and skills.
  - **Cover Letter:** Write a compelling cover letter that explains your interest in the Learnerships Coordinator role, outlines your qualifications, and expresses your enthusiasm for contributing to the professional development of young talents.
2. **Email Application:**
  - Address your email to the designated contact person or department provided in the job posting or job description. If no specific contact is listed, use the general application email provided.
  - **Subject Line:** In the subject line of your email, please include "Learnerships Coordinator Application - [Your Full Name]." This makes it clear that your email is related to the specific job opening.

**3. Attach Application Materials:**

- Attach your resume and cover letter as PDF files or in a format specified in the job posting.

**4. Write a Professional Email:**

- In the body of your email, introduce yourself briefly and express your interest in the Learnerships Coordinator position.
- Mention where you found the job posting (<https://www.puffandpass.co.za/category/internships>).
- Include any specific job-related information or details requested in the job posting.

**5. Send Your Application:**

- Carefully review your email and attached documents to ensure there are no errors or omissions.
- Send your application to the provided email address or application portal.

**6. Follow-Up:**

- After submitting your application, you may want to send a brief follow-up email a week or two later to express your continued interest and inquire about the status of your application.