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The Building Company Learnerships 2023 / 2024 Apply Now

Description

The Learnership Program Coordinator will play a pivotal role in coordinating, developing, and managing our learnership initiatives. This individual will work closely with various departments within the organization to design and implement comprehensive learning programs that align with industry standards and the company's objectives. The ideal candidate will have a passion for education, a strong understanding of the construction sector, and the ability to mentor and guide learners through their educational journey.

Responsibilities

- Develop, implement, and manage learnership programs in accordance with SETA (Sector Education and Training Authority) guidelines and company objectives.
- Collaborate with internal stakeholders to identify training needs and create tailored learning programs for different job roles within the construction industry.
- Recruit, mentor, and support learners throughout their participation in the program, ensuring a positive and conducive learning environment.
- Monitor and evaluate the effectiveness of the learnership programs, collecting feedback and implementing improvements as necessary.
- Maintain accurate records of learners' progress, assessments, and certifications in compliance with regulatory standards.
- Stay updated on industry trends, regulations, and best practices to continuously enhance the quality and relevance of the learnership initiatives.

Qualifications

- Bachelor's degree in Education, Human Resources, Construction Management, or related field. Relevant work experience may be considered in lieu of a degree.
- Experience in coordinating or managing educational programs, preferably within the construction or building industry.
- Knowledge of SETA regulations and experience in designing and implementing learnership programs will be advantageous.
- Excellent communication skills, both written and verbal, with the ability to engage and motivate learners effectively.
- Strong organizational skills with attention to detail and the ability to multitask in a fast-paced environment.
- Passion for education, mentorship, and empowering individuals to reach their full potential.

Job Benefits

- **Competitive Compensation Package:** A competitive salary and performance-based incentives to recognize and reward the contributions of employees.

Hiring organization

The Building Company

Employment Type

Intern

Duration of employment

3 Months

Industry

Wholesale Building Materials

Job Location

Johannesburg, Gauteng, South Africa, 2000, Johannesburg, Gauteng, South Africa

Working Hours

09

Date posted

May 1, 2024

Valid through

28.11.2024

- **Healthcare Coverage:** Comprehensive health, dental, and vision insurance plans to ensure the well-being of employees and their families.
- **Retirement Benefits:** Retirement savings plans, such as a 401(k) or pension, to assist employees in planning for their future.
- **Professional Development Opportunities:** Access to training programs, workshops, and courses to foster continuous learning and career growth within the construction industry.
- **Work-Life Balance:** Flexible work hours or remote work options (if feasible) to support a healthy balance between work and personal life.
- **Employee Assistance Programs (EAP):** Confidential counseling services, wellness programs, and resources to assist employees in managing personal or work-related challenges.
- **Career Advancement:** Opportunities for advancement within the company through promotions or internal job postings, encouraging professional development and growth.
- **Company Culture and Team Building:** Organized team-building events, social activities, and a supportive work environment that promotes camaraderie and collaboration among employees.
- **Employee Recognition:** Recognition programs to acknowledge and appreciate employees' hard work, dedication, and achievements.
- **Community Involvement:** Volunteer programs or initiatives that allow employees to participate in community service or charitable activities supported by the company.

Contacts

- **Review the Job Posting:** Read through the job description and ensure that your qualifications and experience align with the requirements and responsibilities outlined for the position.
- **Prepare Your Application Materials:** Update your resume/CV to highlight relevant skills, experience, and education. Craft a cover letter expressing your interest in the Learnership Program Coordinator position and how your background makes you a suitable candidate.
- **Visit the Company Website or Job Board:** Check The Building Company's official website or any relevant job boards where the job posting might be listed. Look for the specific application instructions provided there.
- **Submit Your Application:** Follow the outlined application procedure. This could involve submitting your application materials through an online application portal, via email, or by mailing a physical application to the company's HR department.
- **Complete Application Requirements:** Ensure that you provide all necessary documents and information requested in the application, such as educational certificates, references, and any additional materials required by the company.
- **Double-Check for Accuracy:** Review your application materials for accuracy and completeness before submission. Ensure that your contact information is up-to-date and that there are no errors in your documents.
- **Submit Within the Stipulated Deadline:** If there is a deadline mentioned in the job posting, make sure to submit your application before the specified date to be considered for the position.
- **Follow-Up if Necessary:** If you haven't received any acknowledgment of your application within a reasonable timeframe, consider following up with the HR department or the designated contact person to confirm receipt of your application.