



# Montego

— Pet Nutrition —

## VACANCY: SKILL DEVELOPMENT FACILITATOR

Montego Pet Nutrition, a market leader in the South African Pet Food Industry, is looking for a focused, motivated, and driven individual to take up the position as **Skills Development Facilitator** at our Graaff-Reinet office.

The individual will be able to demonstrate the following abilities:

- Driving the Montego Academy (in-house training concept) initiative
- Planning and implementing a relevant workplace skill planning and training interventions.
- Managing the Academy's day-to-day functioning, liaising with employees, training providers and management
- Schedule and track all training interventions for each individual employee.
- Identifying areas of growth within current training plan and driving improvement
- Reporting on EE and Workplace Skills Plan to the Department of Labour
- Plan and populate training budget for the company by department and implement strictly in accordance to approved budgets
- Liaising with relevant SETA regarding assistance with the training budget
- Implement and manage a LMS (Learning Management System)
- Produce, edit and publish electronic media and video training material

Skills and requirements:

- Relevant tertiary qualification in the field of education, adult education and/or skills development
- Comprehensive experience in skills development, managing training facilities and creating and enforcing a workplace skills plan.
- Exceptional computer and document drafting skills. (MS Office 365)
- Highly tech savvy and the ability to utilise technology as training medium.
- Strong administration and time-management skills
- Exceptionally well-spoken in both English and Afrikaans
- Excellent verbal communication and presentation skills, and well-spoken.

**Closing date: Friday, 25 June 2021.**

Please submit your CV to the Human Resources Manager, by emailing your application to [vacancies@montego.co.za](mailto:vacancies@montego.co.za)

No late application will be considered.

No correspondence will be entered into with unsuccessful applicants.