



e-LEARNING FACILITATOR

PRIMARY PURPOSE

To plan, manage and coordinate computer training in the e-Learning Centre. Teach learners individually or in small groups basic computer and digital technology skills. In addition, provides clerical and IT support to the Admin Department.

KEY RESPONSIBILITIES

- Provide one-on-one or small group instruction in basic computer literacy and digital technology skills, including:
 - Internet browsing and safety
 - Email and Skype setup and use
 - Internet search engines and research
 - Word processing and document management
 - Accessing audio-visual content
- Facilitate face-to-face computer training for individuals or groups.
- Source online courses for learners and ensure they are relevant for the Club.
- Develop training modules aligned with ICDL standards to enhance learners' computer knowledge.
- Assess learner computer skills to identify training needs and areas for improvement.
- Evaluate learner progress and deem them competent upon completing training programs.
- Assist learners with software and computer equipment usage.
- Identify online training courses and coach learners to complete their training programs.
- Maintain accurate and up-to-date records of learner attendance and progress.
- Make regular contact with management to plan computer courses in line with their department needs.
- Collaborate with management to identify training needs and develop customized training programs.
- Perform other duties and responsibilities as assigned by Management.
- Draft content for Canteen TV screens including all key information and updates for employees.
- Maintain and update notice boards with relevant communication, ensure there's consistency

between both Clubs.

- Assist employees with general queries and direct them to applicable channels.
- Assist with drafting communication and newsletter articles.
- Update the Club's organogram monthly.
- Prepare and distribute birthday vouchers to management.
- Prepare monthly Jarrison reports for department heads monthly.
- Update monthly Skills Development records on Symplexity and gather proof.
- Manage the process of issuing and returning books in the CCJ library.
- Assist with employee events and coordination.
- Provide general administrative support to the department.

PERSONAL ATTRIBUTES & SKILLS

- Advanced computer proficiency, especially with MS Office applications: Word, Excel, PowerPoint, Outlook, and Internet Explorer
- Ability to effectively teach beginning-level adult students
- Competency in helping students identify their training needs
- Strong organizational and communication skills
- Ability to work independently and manage time effectively
- Demonstrated dependability and responsibility
- Ability to commute between two sites.

MINIMUM / PREVIOUS EXPERIENCE

- 2-3 years of experience in a similar role is preferred.

QUALIFICATION

- Matriculation certificate
- End-user computing or IT qualification (preferred)

PROPERTY

- Auckland Park and Woodmead

APPLY NOW!

APPLICATION PROCESS:

Interested applicants must complete the application form and submit it along with their CVs to careers@ccj.co.za no later than **31st January 2025**.