



POST: FACILITATOR/ASSESSOR
REF NUMBER: MOT/SKILLS/02/2020
POST LEVEL: 1
CENTRE: CENTRAL OFFICE

MINIMUM REQUIREMENTS:

- ✓ Grade 12 and an appropriate Degree/National Diploma in Agriculture (Mixed Farming and or Animal Production)
- ✓ Registration with relevant Seta as an assessor/facilitator

RECOMMENDATIONS:

- ✓ Computer literacy
- ✓ At least 2 years as a facilitator/ assessor
- ✓ Competency in written and verbal communication

DUTIES:

- ✓ Establish clear objectives for all activities and the programme and communicate them to the clients
- ✓ Establish and enforce classroom code of conduct to maintain positive learning environment
- ✓ Prepare material and training venue for activities
- ✓ Plan and deliver curriculum according to the content and standards of the programme.
- ✓ Adapt training methods and instructional materials to meet clients' varying needs
- ✓ Observe and evaluate client's performance, behaviour and social development.
- ✓ Identify, select and modify training resources to meet the needs of the clients with varying backgrounds, learning styles and special needs.
- ✓ Provide a positive environment in which clients are encouraged to be actively engaged in the learning process.
- ✓ Maintain effective and efficient record keeping.
- ✓ Communicate effectively, both orally and written with clients, co-workers, supervisors and other professionals on a regular basis.
- ✓ Collaborate with co-workers to enhance the instructional environment.
- ✓ Meet professional obligations through efficient work habits such as meeting deadlines, honouring schedules and co-ordinating ancillary client services
- ✓ Conduct facilitation and assessment.
- ✓ Visit clients' work place to observe and assess them.

ENQUIRIES: Mrs Nthabiseng Selimeni
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