



University of Cape Town Lung Institute Knowledge Translation Unit

LEARNING AND DEVELOPMENT OFFICER

The **Knowledge Translation Unit (KTU)**, at the UCT Lung Institute, requires applications for a **Learning and development officer** on a 12-month Fixed Term Contract to start as soon as possible. The successful appointee will be based at the UCT Lung Institute in the Knowledge Translation.

The Learning and Development Officer will join a multidisciplinary team of healthcare professionals conceptualizing, developing, writing, and training the Knowledge Translations Units training programmes and associated materials.

Requirements:

Essential:

- B.CUR degree (or equivalent) OR MBChB degree.
- Registration with South African Nursing Council (SANC) or Registration with the Health Professions Council of South Africa (HPCSA).
- A minimum of 2 years' experience in training program development, facilitation, and implementation
- At least three years demonstrable experience in primary healthcare.

Advantageous:

- Post graduate diploma in Education or Health Sciences

Skill:

- Instructional design, user experience design and assessment design.
- Facilitation.
- Training program design.
- Computer competent in MSWord, PowerPoint, and Excel.
- Digital learning technologies (e.g., webinars, video conferencing, eLearning, online assessment, collaboration).

Attributes:

- Exceptional attention to detail and high standards.
- Able to take projects from concept to completion.
- Outstanding communication skills and ability to work under pressure in a deadline-oriented environment.
- Strong verbal and written communication skills.
- Strong focus on quality.
- The ability to work independently and be a team player.
- A mature and responsible attitude towards work, with the ability to take ownership of projects.
- Creative.

Responsibilities include *(but are not limited to)*:

Design and develop training materials:

- Designing, developing online, face-to-face, and blended learning solutions, workshops, remote web-conference sessions.
- Development of online and conventional instructional materials to support learning and development of the KTUs products.
- Scoping, managing, and designing training programmes as required.
- Consultation with stakeholders, course designers and managers, and other to develop strong end-to-end online and face to face training courses and materials.

- Management of a course design process on behalf of the stakeholder (project management and handover).
- Manage data and reports relating to student and courses.
- Designing training workshops in relation to content, structure, and process.
- Maintaining, updating, and reviewing of existing training content.
- Provide backup for the digital learning operations function in terms of system and user administration, and support.

Training, Facilitation and Mentoring

- Facilitate the KTUs training programmes, online, face to face and web conference sessions.
- Develop, maintain the profile of the training programmes.
- Provide continuous input to enhance blended and online offerings.
- Support trainees and mentoring where needed.
- Provide mentoring and support to team members in development of training programmes and materials.
- Organise and implement the delivery of blended learning solutions.
- Support the development and/or implementation of new programmes and continuous improvement activities/projects.
- Design, implement and/or support the development and use of learning assessments, methodologies, and tools to monitor and measure the effectiveness of learning programmes.
- Provide input on best practices and applicable methodologies/ process/ procedures to support training activities.

General:

- Stay up to date with current trends, education technology and healthcare developments.
- Engage collaboratively with relevant stakeholders.
- Report regularly on progress against specified objectives, tasks, and performance indicators.
- Report writing as required.
- Coordinate project tasks and deliverables within projects.
- Provide continuous input into trends inside and outside the industry as regards to learning innovation and technology.
- Contribute to funding applications.
- Contribute to paper writing on research projects.

To apply:

Interested applicants are requested to submit a **Cover Letter** and **Updated Curriculum Vitae (CV)** including the names and contact information of two contactable references in a **single pdf document** to: ktu@uct.ac.za

Applications will only be accepted via email.

Reference (in subject line): Learning and Development Officer

Closing Date: 13 May 2021

An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted and may be required to undergo a competency test. Should you not receive a response within 30 days of the closing date, please consider your application unsuccessful.

The University of Cape Town Lung Institute is committed to equity in our employment practices and reserves the right not to appoint.

Please Note: This Position is not on UCT Conditions of Service.

www.knowledgetranslation.co.za

