
DIRECTORATE
ENERGY

DEPARTMENT

Support Services Energy

SALARY

R1 218 266.00 TCOE – T15

REFERENCE NUMBER

NRG 108/26

CLOSING DATE

11.09.2026

ELIGIBILITY

Suitably Qualified
Candidates

Contracts, Trade Testing & Training Facilitation Coordinator

Requirements

- Relevant 3-year tertiary qualification.
- 5 to 8 years considerable management experience at a senior level in the training and development environment.
- Registered as an Assessor.
- Registered as a Moderator.
- Passed a qualifying trade test as an electrician (HC).
- Train-the-Trainer or equivalent.
- Computer Literacy – MS Office Applications & SAP.
- Code B Driver's Licence.

Key Performance Areas

- Supporting and aligning the skills requirements of the Service to ensure safe and efficient work practices.
- Developing learning plans and schedules to support the planning of training.
- Identifying skills gaps within the Service and compiling developmental plans for personnel with clearly defined career paths and job enrichment opportunities.
- Monitoring the specific aspects related to all trade testing according to the NAMB criteria.
- Planning Trade Testing to meet the demands of the Directorate.
- Managing the overall assessment and moderation processes in the branch.
- Managing SETA accreditation and verification processes.
- Developing and quality assuring RFQ and Tender scope documents in line with SCM practices and policies.
- Negotiating contractual terms and conditions of Service Level Agreements with service providers/vendors.
- Managing and monitoring compliance with Service Level Agreements.
- Leading, coordinating and facilitating meetings with management, internal and external clients and fellow professionals.
- Assigning and managing both human and physical resources according to the training plan.



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How to Apply

By submitting your application for a position at the City of Cape Town, you are consenting to the use of your personal information provided as part of your application and/or Recruitment process for Recruitment and Selection purposes. In addition, you may be required to undergo, including but not limited to, Criminal and Security Checks, Personal Verification, and Lifestyle Audits, throughout your recruitment process and/or subsequent employment.

External candidates: APPLY ON LINE VIA
www.capetown.gov.za/careers

Internal staff: APPLY ON LINE VIA SAP PORTAL

Applicants are respectfully informed that, if no notification of appointment is received within three months of the closing date, they must accept that their applications were unsuccessful



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