
DIRECTORATE

COMMUNITY SERVICES and
HEALTH

DEPARTMENT

City Health

SALARY

TCOE R1 218 266 p.a (T15)

REFERENCE NUMBER

HS 29/26 EXT

CLOSING DATE

21.09.2026

ELIGIBILITY

All suitable applicants

Head- Training

Requirements

- A relevant tertiary qualification
- A postgraduate diploma in public health will be an advantage
- 5 - 8 years line management experience
- Experience in a training environment will be an advantage
- Highly PC proficient
- Sound verbal and written communication skills and excellent interpersonal and organisational skills
- Valid driver's licence

Key Performance Areas

- Manages the Training Unit and coordinates the training programmes in City Health
- Manages the Training Unit staff, budget and equipment
- Co-Ordinates and provides quality assurance of all training Activities including:
 - Providing of technical support to the sub-districts
 - Scheduling and co-ordination of training programmes
 - Compiling the Workplace Skills Plan (WSP) and ensuring implementation, monitoring and evaluation thereof
 - Identifying training needs and ensuring training and/ or mentoring takes place
- Assisting in ensuring that primary health care standards are complied with
- Facilitate the placement of students requiring practical training from tertiary institutions in sub areas
- General administration and data compilation including updated database of City Health training activities
- Ensuring there is engagement of end users in the development of needs related training courses
- Networking by liaising with external tertiary academic institutions, training services institutions and in-house stakeholders as well as other external stakeholders
- Attending regular meetings, workshops and seminars and serving on the Corporate Education Development Training Forum
- Researching in the field of training in order to establish best practice
- Provides general training information and actions any training



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- related tasks to assist senior management and guides the management team with training related requests
- Manages and implements projects and programmes and manages appropriate contract agreements

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.

Certified copies of qualifications must be available on request. 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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