



### **PROFESSIONAL DEVELOPMENT COORDINATOR (12 months contract)**

This position performs needs assessments to determine the professional development training needs for scientists and then assists in creating and implementing strong professional development programmes. This position is based in Pretoria.

#### **Tasks will include:**

- Evaluates professional development needs of scientists through assessment, needs analysis, surveying, and consultation with appropriate parties.
- Facilitates collaboration and communication amongst Voluntary Associations (VA's) relating to the development of professional development priorities, plans and programmes
- Facilitates the use of a broad range of traditional and technological approaches such as formal group and individual training, coaching, web-based programmes, e-Learning systems, podcasts, and interactive video into the professional development programme.
- In consultation with VA's and other stakeholders, creates and maintains a master calendar of professional development opportunities, training sessions, and events
- Develops methods and tools, collects data, and evaluates the effectiveness of professional development activities and participation; prepares reports and recommendations related to outcomes and possible improvements.
- Researches and disseminates information regarding new and emerging technologies that support professional development and learning.
- Represents SACNASP at local, regional, provincial, and national meetings and conferences related to professional development.
- Identifies sources and evaluates consultant and vendor-available professional development courses and materials; recommends purchases designed to meet the needs of SACNASP
- Prepares unit budget requests and manages expenditures in a manner consistent with SACNASP's policies and priorities.
- May develop content and materials and present professional development workshops to groups of varying sizes on a variety of soft skills topics such as effective communication, collaboration, professionalism, creative problem solving, coaching, and mentoring, adapting to change, and customer service.
- Performs related duties as assigned.

- Develop a human resource development plan for the natural sciences in conjunction with the DSI.
- Develop a proposal for a CPD coordination centre at SACNASP that can be externally funded.
- Develop a plan for unemployed science graduates including an internship programme that can be externally funded.

**Competency Requirements:**

- Manage a professional development programme in a manner consistent with management objectives
- Effectively assess, target, and align professional development needs design, develop, implement, promote, and evaluate professional development programmes and activities that are responsive to broad levels of professional scientists
- Collect and evaluate data related to professional development
- Manage multiple projects and effectively meet deadlines
- Work independently and with minimal supervision
- Effectively utilize computer equipment and software applications used to support the development and delivery of online training courses and materials
- Motivate, supervise, and develop others
- Develop and maintain positive working relationships with a wide range of stakeholders
- Plan and execute the logistical aspects of professional development events and activities
- Prepare effective and comprehensive oral and written communications, reports, publications, and presentations
- Travel to offsite meetings and events

**The Suitable incumbent will have:**

- Bachelors degree in Natural Science
- Four years of experience in handling stakeholder engagements in government, public entity, academic or industrial environments.
- Should be a registered natural scientist or should be eligible for registration with SACNASP

Salary: R240 000-R350 000 (All Inclusive)

Job Type: Twelve months contract

Commencement: ASAP

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To apply, forward your C.V. [sabraham@sacnasp.org.za](mailto:sabraham@sacnasp.org.za) on or before 10 June 2021.

***These positions will comply with Employment Equity principles.  
SACNASP reserves the right not to make an appointment.***