
Training Administrator

CONTRACT - ONE (1) YEAR FIXED TERM CONTRACT

The Knowledge Translation Unit (KTU) is a health systems research unit in Cape Town that develops, implements and evaluates clinical guidance for primary care public health sector use. We currently work in South Africa, several other sub-Saharan African countries, Brazil and Indonesia, making an impact from patient to clinician, to policy maker and government.

Core Objective

The main purpose of this position is to organise and co-ordinate training events. This includes communicating with clients, managing budgets, booking training venues/catering/accommodation, preparing for and hosting the training events, keeping training records and evaluations, and reporting.

Minimum Requirements:

- BA or BCom degree or equivalent
- A minimum of 5 years' experience as an administrator or similar role.
- Valid code 8 driver's license with own reliable vehicle

Skills:

- Competence in Microsoft office suite with advanced Excel skills advantageous.
- Organised and administratively strong, experience with project management apps (e.g. MS Teams).
- Competence in digital learning technologies (e.g., webinars, video conferencing, eLearning, Learning Management Systems).

Attributes:

- Exceptional attention to detail and high standards on quality.
- Outstanding communication skills - verbal and written; proficiency in English.
- Problem solving and decision-making skills.
- Able to follow instructions independently and accurately with minimal supervision.
- Able to work creatively under pressure in a deadline-oriented environment.
- The ability to work confidently in a strong, dynamic team.
- A mature and responsible attitude towards work, with the ability to take ownership of projects.
- High emotional intelligence, with an ability to identify with the end users of the content.

Responsibilities:

- Coordinate all aspects of training events, including booking venues and arranging catering, flights, and accommodation.
- Monitor the training budget and ensure all expenses are properly accounted for.
- Process payments timeously and accurately in collaboration with the finance team.
- Arrange travel and logistics for trainers.
- Communicate with clients and trainees to ensure they have all the necessary information prior to the training event.
- Assist with the preparation of training materials, including printing and collating handouts and other materials.
- Work closely with trainers to ensure they have everything required for successful delivery of training
- Host in-person training sessions, including setting up venues and managing attendance registers.
- Handle any issues or challenges that arise during training events, ensuring prompt and effective resolution
- Maintain accurate records of all training events, including attendance, feedback, and evaluations..
- Provide regular reports to management on the outcomes of training events and any issues encountered.
- Continuously evaluate the effectiveness of training events and make recommendations for improvements.
- Create and Host webinars: coordinate presenters, promote the sessions, and ensure high-quality delivery.
- Online training: Monitor online training attendance, obtain list from clients for online course access.
- Arrange for speakers and presenters for conferences, training sessions and webinars.
- Provide User administration support, online, webinars and in person training.
- Provide administrative support to the Learning and Development team.

What this position will do for you:

As a Training Administrator at the KTU, you'll be part of a dynamic, purpose-driven team committed to improving healthcare through hands-on, impactful training. Working alongside passionate healthcare professionals, you'll organise and administrate the face-to-face training programs and webinars to run efficiently and within budget—all within a supportive and collaborative environment dedicated to healthcare improvement.

Your expertise is valuable to us.

Remuneration will be commensurate with your qualifications and the breadth of your experience.

This post is in office, at our main office in Rondebosch, Cape Town, with the expectation that you will travel to training venues when necessary.

How to apply:

Send email to ktu@uct.ac.za with the subject **#TrainingAdministrator**

- Attach:
 - CV
 - Motivation letter
 - Certified copy of highest qualification
 - Include details of three (3) current contactable referees

Incomplete applications will not be considered.

Closing date for applications is 25 June 2025.

NB: Only short-listed candidates will be contacted. We are committed to equity in our employment practices. It is our intention to appoint individuals with the aim of meeting our equity objectives. We reserve the right not to appoint if no suitable candidates are identified.

Vision:

To improve the quality of primary healthcare for underserved communities through pragmatic research, evidence-based implementation, evaluation, and engagement of health systems, their planners, providers and communities.