

Job Specification

ProServ South Africa is a company that provides a variety of management services to organizations that have a relation with the Hospitality Consulting Group. It is a dynamic company that supports new and established clients in different industry sectors.

In order to complement the expertise within the team, ProServ South Africa would like to secure the services of a Material Developer. This position will work very closely with the Manager: Product Development, Quality and Knowledge Management and will be directly responsible for a range of key deliverables of the company.

JOB TITLE: Material Developer

KEY DELIVERABLE AREAS

- Review and updating of existing materials against updated / new unit standards.
- Review and updating of existing materials for accuracy (spelling, grammar and information given), currency and professional appearance.
- Carry out research for the development of new materials (unit standards based or not).
- Development of materials based on unit standard outcomes and/or client requirements.

SCOPE: 1 direct report

REGION: Gauteng

NATURE OF APPOINTMENT: Permanent

DATE OF APPOINTMENT: September 2010

REMUNERATION PACKAGE: R 12.000 – R 15.000 per month

DELIVERABLES:

- Ensuring that all unit standard-based programmes comprise the following elements:
 - Programme strategy
 - Learner guide
 - Facilitator guide
 - Assessor Guide
 - Assessment guide
 - PowerPoint slides
 - Relevant learner handouts



KNOWLEDGE:

3 years experience of:

- Development of unit standard-based programmes (including all elements thereof) and non-unit standard-based programmes.
- Proof-reading and editing of materials.
- Research (including internet and library based)

Proof of Experience

At interview stage must produce examples of work (unit standard-based and non-unit standard-based programmes).

Person Spec

- Excellent ability to read, write and speak English (preferably English first-language or else excellent 2nd language skills)
- Prepared to do materials development full-time

Skills Testing

- Proof-reading and editing of prepared passage of text (spelling, grammar and sentence structure).
- Writing of a passage of text based on a number of articles provided (research documents).

ATTITUDES:

- Professional
- Results-Driven
- Pro-active
- Team-player
- Customer focused

ProServ South Africa is an equal opportunity employer who will give preference to previously disadvantaged applicants who meet the criteria for the position advertised. Applicants must respond to the criteria laid down in the advertisement. Applications which do not conform to this requirement will not be processed. Only relevant curriculum vitae should be submitted. Applications can be faxed to (011) 700 0401 or e-mailed to yusuf@proservintl.com.

