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## York Timbers: Learnerships & Skills Programmes 2024 / 2025 Apply Here

### Description

As a Learnerships & Skills Programmes Coordinator at York Timbers, you will play a vital role in fostering talent development, skills enhancement, and empowerment within our organization. This position will enable you to work closely with diverse communities, educators, and internal stakeholders to ensure that our learnership and skills development initiatives are effectively implemented and create a positive impact.

### Responsibilities

- **Programme Development:** Collaborate with internal departments and external partners to design, develop, and implement learnerships and skills programmes aligned with York Timbers' strategic objectives.
- **Recruitment and Selection:** Lead the identification, recruitment, and selection process of learners and participants for various programmes, ensuring inclusivity and equal opportunity for all candidates.
- **Training Delivery:** Oversee the effective delivery of training modules and courses, monitoring the progress of participants and providing support as needed.
- **Monitoring and Evaluation:** Implement a system for tracking and evaluating the effectiveness of learnerships and skills programmes, making data-driven adjustments to enhance outcomes.
- **Compliance:** Ensure that all programmes comply with relevant industry standards, legislation, and accreditation requirements.
- **Stakeholder Engagement:** Build and maintain strong relationships with external training providers, educational institutions, and government bodies to enhance collaboration and support for our learnership initiatives.
- **Reporting:** Prepare and present regular reports on the progress, impact, and ROI of learnerships and skills programmes to management.

### Qualifications

- Bachelor's degree in Human Resources, Education, or a related field.
- Proven experience in coordinating and managing learnerships, apprenticeships, or skills development programmes.
- Knowledge of South African legislation and industry regulations related to skills development.
- Strong project management and organizational skills.
- Excellent communication and interpersonal abilities.
- A passion for skills development, community engagement, and social responsibility.

### Job Benefits

- Competitive compensation package
- Opportunities for personal and professional growth
- A supportive and inclusive work environment

### Hiring organization

York Timbers

### Employment Type

Intern

### Duration of employment

3 Months

### Industry

Paper & Forest Products

### Job Location

Mpumalanga, Mbombela, South Africa, 1200, Mpumalanga, Mbombela, South Africa

### Working Hours

09

### Date posted

November 3, 2024

### Valid through

29.10.2024

- Contribution to the sustainable and ethical development of the timber industry

## Contacts

- 1. Prepare Your Application Documents:**
  - Update your resume, ensuring it includes your relevant education, work experience, and any certifications related to the position.
  - Draft a cover letter that highlights your qualifications, experience, and your motivation for applying for the position.
- 2. Address Your Email:**
  - Compose an email to the designated email address provided in the job description. The email address is usually specified in the “Application Instructions” section of the job posting.
- 3. Subject Line:**
  - Use the subject line format as indicated in the job description. Typically, it will be something like “Learnerships & Skills Programmes Coordinator Application – [Your Name].” This helps the hiring team identify your application easily.
- 4. Attach Your Documents:**
  - Attach your resume and cover letter to the email as PDF files or in a format specified in the job posting. Ensure the files are correctly named and well-organized.
- 5. Write a Professional Email:**
  - In the body of the email, write a brief message expressing your interest in the position. You can mention where you saw the job posting and reiterate your qualifications briefly.
- 6. Double-Check:**
  - Before hitting “Send,” double-check your email for any typos, errors, or missing attachments.
- 7. Send Your Application:**
  - Once you are confident that your application is complete and error-free, click “Send” to submit your application.
- 8. Confirmation:**
  - After sending your application, you should receive a confirmation of receipt from the company or HR department if they have an automated system in place. If not, you may choose to follow up after a reasonable amount of time to ensure your application was received.