



## **Academic and Professional Development Division**

**Job Title:** Health Training Manager

**Location:** Claremont Head Office

**Reporting to:** Business Unit Manager

### **Key Performance Areas**

- Responsible for developing and implementing the Health business strategy
- Identify growth opportunities; contribute to strategic planning, gap analysis and business development.
- Material development
- The Training manager is responsible for developing sales, training material and conducting the training.
- Manage QA of all the Health training.

### **Competencies**

- Registered Nurse, Assessor and/or Moderator
- Diagnostic and Procedural Coding experience
- Community Health experience advantageous
- High level project management and computer skills experience
- Knowledge and experience of the publishing environment advantageous
- Language proficiency and ability to draft own correspondence and reports

### **Attributes**

- Highly organised and able to work independently
- Show high levels of initiative and commitment
- Willing to take on ad-hoc tasks
- Ability to work with tight deadlines
- Excellent interpersonal skills
- Have a friendly disposition and able to work well in a team.
- Drivers License

*We offer a competitive and market related remuneration package, commensurate with experience. To apply, please email your letter of application and CV to [jleroux@juta.co.za](mailto:jleroux@juta.co.za) by 8 November 2012. This appointment will be made in line with Juta's employment equity plan.*

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