Job Title: Training Centre Coordinator

Reporting To: Operations and Office Manager

Duration : 12 months Fixed Contract (Renewable subject to performance and operational requirements)

Vacancy Location: Pietermaritzburg Office

Introduction

Sombizi Holdings, a 100% black-owned company with strong female youth leadership, invites suitably qualified and experienced candidates to apply for the position of Training Centre Coordinator, based at our Pietermaritzburg Office.

Job Summary:

We are seeking a highly organized and detail-oriented individual to fill the role of Training Centre Coordinator. The successful candidate will be responsible for coordinating the day-to-day activities of our training centre, ensuring seamless delivery of training programs and exceptional customer service.

Duties & Responsibilities

General Training Administration:

- Work closely with managers to assist to identify and assess future and current training needs and development of training and development plan and manuals.
- Coordinate training schedules, bookings, and logistics
- Activate and ensure that the training centre is fully operational across all offices.
- Manage, direct, and monitor the overall performance of the centres.
- Secure more QCTO accreditations for the various qualifications.
- Develop and implement systems to manage the centre functions, analysis, and documentation.
- Develop business plans and proposals for funding opportunities.
- Develop corporate training centre strategies and initiatives that reflect the company's goals.
- Facilitate and coordinate the process of recruiting facilitators, assessors, and moderators.
- Coordinate and manage PV Green Cards training and assessment.
- Ensure full compliance of the training centre, with all legislations and procedures.
- Track training and development progress.
- Ensures that the training process remains relevant to the modern workforce.
- Serve as a liaison officer between Sombizi Holdings, QCTO and SETAs
- Monitor the training process for effectiveness and efficiency.
- Delegate authority and responsibility to the team with supervision, accountability, and review.
- Facilitate a wide variety of training programs that enhance the effectiveness of the workforce.
- Handle customer enquiries, respond to feedback, and resolving issues promptly
- Responsible for the development and execution of a communication plan for each of the training programmes.
- Monitor training registrations in terms of expected and maximum attendance.
- Monitor the registrations and any cancellation of training programmes where appropriate in consultation with Managers.
- Ensure the accurate capture of training registrations.
- Administer dashboard and metrics for tracking and reporting purposes.

- Ensure compliance with quality standards, health, and safety regulations

Desired Experience & Qualification

Experience

- Minimum of 5 years' experience in Human Resource Development, skills training, and experience in working with QCTO and SETAs.
- Experience in training administration processes and procedures.
- Valid driver's license
- Excellent communication skills in English and isiZulu. Other languages are an added advantage.
- Must have sound business acumen, Organizational, and interpersonal skills.
- Ability to work independently and as part of a team
- Proficient in Microsoft Office and database management
- Strong problem-solving and time management skills

Qualification

- NQF Level 7 in Human Resource Development, Public Relations Management or a related field.
- A Project Management / Postgraduate qualification will be an added advantage

What We Offer

- Competitive salary and benefits package (Negotiable)
- Opportunity to work in a dynamic and supportive environment
- Professional development and growth opportunities

How to Apply:

If you are a motivated and detail-oriented individual with a passion for education and training, please submit your application

- A detailed CV
- Certified copy of ID
- Certified copies of post-matric qualifications
- Valid driver's license

Application Closing Date: **13 February 2026 @ 16H00 (Late applications will not be accepted)**

All application to be Emailed: hr@sombiziholdings.co.za, enquiries may be directed to : hr@sombiziholdings.co.za / 084 433 7589 (During office hours)

NB:

- **Applicants should reside within Pietermaritzburg Area or be willing to relocate at own costs.**
- **Failure to adhere to all above-stated requirements/failure to attach all listed documents will result in immediate disqualification.**
- **Sombizi Holdings reserves the right not to appoint**.