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City of Cape Town: Training and Development Opportunities 2026

Description

The City of Cape Town is committed to fostering a culture of continuous learning and professional growth. We are seeking a dedicated and dynamic Training and Development Coordinator to join our Human Resources team. This position will play a key role in designing, implementing, and evaluating training programs that enhance employee skills and support organizational goals.

Responsibilities

- **Program Development:** Design and develop training programs that align with the City's strategic objectives and address the skills gap within the workforce.
- **Needs Assessment:** Conduct training needs assessments to identify skill gaps and opportunities for professional development among employees.
- **Training Delivery:** Facilitate workshops, seminars, and training sessions using a variety of instructional techniques and formats.
- **Collaboration:** Work closely with department heads to understand training needs and ensure programs meet departmental goals.
- **Evaluation:** Assess the effectiveness of training programs through feedback, performance metrics, and continuous improvement strategies.
- **Resource Management:** Manage training budgets, resources, and materials to ensure cost-effective training solutions.
- **Reporting:** Prepare and present reports on training activities, outcomes, and recommendations for future training initiatives.
- **Mentorship:** Foster a culture of mentorship by connecting employees with experienced professionals for guidance and support.

Qualifications

- Bachelor's degree in Human Resources, Education, or a related field.
- Proven experience in training and development, preferably in a municipal or public sector environment.
- Strong understanding of adult learning principles and instructional design methodologies.
- Excellent communication, presentation, and interpersonal skills.
- Ability to work collaboratively in a diverse environment and engage with employees at all levels.
- Proficiency in MS Office Suite and Learning Management Systems (LMS).

Job Benefits

- Competitive salary package.
- Opportunities for professional development and career advancement.
- Comprehensive health and wellness benefits.
- Flexible working arrangements and a supportive work environment.

Hiring organization

City of Cape Town

Employment Type

Intern

Duration of employment

3 Months

Industry

Government

Job Location

Cape Town, Western Cape, South Africa, 8000, Cape Town, Western Cape, South Africa

Working Hours

09

Date posted

November 6, 2025

Valid through

16.07.2028

Contacts

Interested candidates are invited to submit their CV and a cover letter detailing their relevant experience.

Join us at the City of Cape Town, where your skills can help shape the future of our community through impactful training and development initiatives!