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Clicks: Learnerships 2026 | 2027 Apply Now

Description

As a Learnerships Coordinator at Clicks, you will play a crucial role in shaping the future of young individuals by managing our learnership programs. You will be responsible for coordinating, implementing, and monitoring various learnership initiatives that contribute to the personal and professional growth of participants.

Responsibilities

- **Program Management:** Plan, coordinate, and manage the execution of Clicks' learnership programs, ensuring they align with our organizational objectives and meet relevant legislative requirements.
- **Recruitment and Selection:** Participate in the recruitment and selection of learners, ensuring that the right candidates are selected for each program.
- **Training and Development:** Collaborate with subject matter experts and trainers to develop and deliver high-quality learning content to learners.
- **Mentoring and Support:** Provide ongoing support, guidance, and mentorship to learners throughout their learnership journey.
- **Compliance:** Ensure that all learnerships adhere to the necessary legal and regulatory requirements and standards.
- **Monitoring and Reporting:** Regularly evaluate the effectiveness of learnership programs and compile reports on the progress, outcomes, and impact of these programs.
- **Stakeholder Engagement:** Foster positive relationships with external stakeholders, including government bodies, training providers, and community partners.
- **Continuous Improvement:** Continuously assess and improve learnership processes to enhance program efficiency and impact.

Qualifications

- Bachelor's degree in Human Resources, Education, or a related field.
- Minimum of [X] years of experience in learnership program coordination or a related field.
- Knowledge of South African skills development legislation and requirements.
- Strong project management skills.
- Excellent communication, interpersonal, and presentation skills.
- Ability to work collaboratively in a team environment.
- Strong organizational and time management abilities.
- Passion for education and skills development.

Job Benefits

- **Competitive Salary:** We offer a competitive salary package to recognize and reward your skills and expertise.
- **Healthcare Coverage:** Access to medical, dental, and vision insurance plans to help you and your family stay healthy.
- **Retirement Benefits:** Enrollment in a retirement savings plan to secure

Hiring organization

Clicks

Employment Type

Intern

Duration of employment

3 Months

Industry

Retail

Job Location

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

Working Hours

09

Date posted

October 30, 2025

Valid through

28.10.2026

your financial future.

- **Learning and Development:** Opportunities for continuous learning and development through training programs and access to educational resources.
- **Career Growth:** Clicks is committed to internal promotions and career progression. We encourage the growth and development of our employees within the company.
- **Performance Bonuses:** Eligibility for performance-based bonuses and incentives.
- **Paid Time Off:** Generous leave policies, including vacation days, public holidays, and paid time off for personal and family needs.
- **Employee Assistance Program (EAP):** Confidential counseling and support services to assist employees in managing personal and professional challenges.
- **Wellness Programs:** Health and wellness initiatives, including fitness discounts and wellness challenges, to help you maintain a healthy lifestyle.
- **Work-Life Balance:** Flexible work arrangements, where possible, to support a healthy work-life balance.

Contacts

1. **Review the Job Posting:** Start by carefully reviewing the job posting to understand the position's requirements, responsibilities, and qualifications. Make sure the job aligns with your skills and career goals.
2. **Prepare Your Application Materials:**
 - Update your resume to highlight your relevant experience and qualifications.
 - Write a cover letter that emphasizes your interest in the position, your skills, and what you can bring to Clicks.
3. **Visit Clicks' Website:** Go to Clicks' official website to find their careers or jobs page. This is where you'll typically find a list of current job openings.
4. **Search for the Job:** Use the website's search or job portal feature to find the specific job listing you're interested in.
5. **Complete the Online Application:**
 - Click on the job listing to access the details.
 - You may be required to create an account or login to their application system.
 - Fill out the online application form with your personal information, work history, education, and any other requested details.
6. **Upload Your Documents:**
 - Attach your updated resume and cover letter to the application form.
 - Some employers also request additional documents, such as transcripts or certifications. Ensure you provide all requested materials.
7. **Double-Check Your Application:**
 - Review your application for accuracy and completeness. Make sure there are no typos or errors in your documents.
 - Ensure that your qualifications and experience align with the job requirements.
8. **Submit Your Application:** Once you're confident that your application is complete and accurate, submit it through the online application portal.
9. **Confirmation:** After submitting your application, you may receive an email confirmation that your application has been received.
10. **Follow-Up:** If you don't receive a confirmation email, or if you'd like to check on the status of your application, you can follow up by contacting Clicks' HR department or using the contact information provided in the job posting.

