

---

## Learning and Development Practitioner

---

### CONTRACT - ONE (1) YEAR FIXED TERM CONTRACT

The Knowledge Translation Unit (KTU) is a health systems research unit in Cape Town that develops, trains, implements and evaluates clinical guidance for primary care public health sector use. We currently work in South Africa, several other sub-Saharan African countries, Brazil and Indonesia, making an impact from patient to clinician, to policy maker and government.

#### Core Objective

The main purpose of this position is to develop programme curriculum and materials, in collaboration with the KTU content and research teams. It includes ensuring that programmes are of high quality and designed to effectively serve the needs of the target audience, through online and face-to-face facilitation.

#### Minimum Requirements:

- MBChB degree.
- A minimum of 2 years' experience in working in the primary health care system.
- Registration with Health Professional Council of South Africa (HPCSA).

#### Skills:

- Competence in Google workplace, Outlook, MS Teams, MS Word, PowerPoint, and formatting in Excel essential.
- Organised and administratively strong, experience with project management apps (e.g. MS Teams).
- Competence in digital learning technologies (e.g., webinars, video conferencing, eLearning, Learning Management Systems).
- Training program design experience advantageous.
- Facilitation, training and implementation experience advantageous.
- Literacy in Access/Database management advantageous.

#### Attributes:

- Exceptional attention to detail and high standards on quality.
- Outstanding communication skills - verbal and written; proficiency in English.
- Problem solving and decision-making skills.
- Able to follow instructions independently and accurately with minimal supervision.
- Able to work under pressure in a deadline-oriented environment.
- The ability to work confidently in a strong, dynamic team.
- A mature and responsible attitude towards work, with the ability to take ownership of projects.
- High emotional intelligence, ability to identify with the end users of the programmes.
- Creative.

## Responsibilities:

- Working in a team to design, develop and implement online, face-to-face, and blended learning programmes and instructional materials.
- Maintaining, updating, and reviewing of existing training content, both clinical and other.
- Design, implement and support the development and use of learning assessments, methodologies, and tools to monitor and measure the effectiveness of learning programmes.
- Provide input on best practices and applicable methodologies/ process/ procedures to support training activities.
- Facilitate the KTUs training programmes - online and face to face.
- Provide user administration and support.

## What this position will do for you:

As a Learning and Development Practitioner at the KTU, you will have the opportunity to work in a dynamic, purpose-driven environment focused on improving global healthcare outcomes through cutting-edge education. You will collaborate with leading medical professionals and innovators in the field to create impactful training programs that make a real difference in primary healthcare. In this role, you will expand your expertise in e-learning technologies and instructional design while contributing to projects that directly benefit underserved communities. You'll also enjoy a supportive and creative team atmosphere, with ample opportunities for professional growth and development.

*Your expertise is valuable to us.*

*Remuneration will be commensurate with your qualifications and the breadth of your experience.*

## How to apply:

Send email to [ktu@uct.ac.za](mailto:ktu@uct.ac.za) with the subject **#L&DPractitionerApril25**

- Attach:
  - CV
  - Motivation letter
  - Certified copy of highest qualification
  - Include details of three (3) current contactable referees

Incomplete applications will not be considered.

*Closing date for applications is 17<sup>th</sup> April 2025.*

*This post is in office, at our main office in Rondebosch, Cape Town.*

*NB: Only short-listed candidates will be contacted. We are committed to equity in our employment practices. It is our intention to appoint individuals with the aim of meeting our equity objectives. We reserve the right not to appoint if no suitable candidates are identified.*

For more information about the organization please visit our website at [www.knowledgetranslation.co.za](http://www.knowledgetranslation.co.za)

## Vision:

**To improve the quality of primary healthcare for underserved communities through pragmatic research, evidence-based implementation, evaluation, and engagement of health systems, their planners, providers and communities.**