

BOARD OF DIRECTORS

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Institute of Human Settlement Practitioners - South Africa (IHSP-SA)
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Friday, 19 May 2023

FORMAL REQUEST FOR QUOTATIONS (RFQ)

TERMS OF REFERENCE FOR MASTERCLASS COORDINATOR

1. INTRODUCTION

The purpose of this document is to establish the terms of reference for the IHSP-SA Masterclass coordination. This document presents requirements for this candidate.

2. BACKGROUND OF THE ORGANISATION

The IHSP-SA a not-for-profit voluntary professional association registered in 2016 to lead the professionalisation of the Human Settlements sector in South Africa. This Institute focuses on the development and promotion of professional standards and ethics in the field of human settlements in South Africa. The goal is to promote excellence in the practice of human settlements planning, development, and management, providing research and technical support as well as to advance the interests of human settlements practitioners in South Africa. The institute also seeks to provide professional training and development, certification, networking opportunities and advocacy.

Through promoting capable and ethical workforce within the human settlement sector in the country and advancing interests of its members who are students in the housing and human settlement field, graduates, lecturers and those who already work in the housing and human settlement industry (public, private, NGOs) in South Africa. For more information about IHSP-SA you may visit our website¹.

3. SERVICES REQUIRED

The Institute is looking a Masterclass Coordinator. The core purpose of the position is it coordinator the series of the upcoming 3 IHSP-SA masterclasses across the country for continuous professional development of practitioners in housing and human settlements or relevant sectors.

¹<https://www.ihsp-sa.org>.



Board of Directors:

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This role will ensure the delivery of all the aspects as well as management and execution of masterclasses within the scope of the Institute. This role will require an internal and external focus, with strategic thinking and understanding for effective functioning. This role will be required to build and maintain relationships through high levels of liaison and interaction with all existing staff and stakeholders (internal and external).

Working hours will be defined by the candidate, based on the schedule to highlight deliverables within set timeframes. Overtime, will only be worked if agreed upon between the parties from time to time.

Work format will be hybrid for this position.

The following are the Institute requirements for the position. The following are the key requirements for this candidate to fill this position:

4. KEY PERFORMANCE AREAS

- Coordinate and plan for the delivery of the Finance Masterclass
- Design and develop training programs (outsourced and/or in-house) for successful implementation of the Masterclass programme 2023/24.
- Select appropriate training methods or activities (e.g. simulations, mentoring, on-the-job training, professional development classes).
- Market available training to employees and provide necessary information about sessions
- Conduct sector-wide training needs assessment and identify skills or knowledge gaps that need to be addressed in consultation with key roleplayers.
- Use known education principles and stay up-to-date on new training methods and techniques
- Design, prepare and order educational aids, presentation formats, notes, work booklets and any other relevant materials.
- Assess instructional effectiveness and determine the impact of training on employee skills and KPIs via session evaluation surveys or other tools.
- Gather feedback from trainers and trainees after each educational session.
- Partner with internal stakeholders and liaise with experts regarding instructional design.
- Maintain updated curriculum database and training records.
- Guide speakers by hosting train-the-trainer/speaker sessions for internal subject matter experts.
- Manage and maintain in-house training facilities and equipment
- Research and recommend new training methods, like gamification, simulations, etc.



5. SKILLS & ATTRIBUTES

- Proven work experience as a Training Coordinator, Trainer, Training Facilitator or similar role
- Hands-on experience coordinating multiple training events in a corporate setting
- Extensive knowledge of instructional design theory and implementation
- Adequate knowledge of learning management systems and web delivery tools
- Proven ability to complete full training cycle (assess needs, plan, develop, coordinate, monitor and evaluate)
- Familiarity with traditional and modern job training methods and techniques
- Be able to effectively engage people and convey ideas and information both in writing and verbally. In this role, your communication skills need to have a depth that extends.
- Experience with e-learning platforms
- MS Office proficiency
- Advanced organizational skills with the ability to handle multiple assignments
- Strong communication skills
- BS degree in Education, Training, HR or related field
- An innovator with a passion for social justice

6. QUALIFICATIONS & EXPERIENCE

- A passion for the Institutes work and values
- 3 - 6 years' experience in Training, Coaching, Coordination, Facilitation, Professionalisation, Programme & Project Management or a related field.
- A relevant tertiary qualification
- Demonstrated knowledge of Training, coordination and facilitation, t in respect of design, planning and implementation across multiple projects.
- Demonstrated knowledge of policy design, implementation and evaluation
- Expertise and experience in adult learning methodology and its implementation towards set outcomes
- Demonstrated experience of effectively leading/supporting teams and engaging stakeholders
- Excellent interpersonal relationships and an ability to bridge and connect all communities/spheres of government/private sector/ngos
- A passion and ability to connect with people of all ages and background
- Strong self-leadership and emotional intelligence
- Excellent and in-depth understanding of work processes and the ability to deliver the required outcomes
- Excellent verbal and written communication skills
- Ability to work under pressure and manage multiple deadlines



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- A strong ability to work in an unsupervised situation, and be a team player
 - A valid driver's license & car
 - South African citizenship

7. APPLICATION AND SUBMISSION PROCESS

- The applicants must provide a whole price quotations. Inclusive of vat.
- Price proposals can include basic and percentage profit share.
- The proposal and supporting documents must be submitted in English.
- The proposal and required documents must be sent by email to admin@ihsp-sa.org no later than 26 May 2023.

Submitted by Head of CPD & CG-: Chairman, CC: Head of FinCom on 19 May 2023

Signed by:



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PROF S MBANGA, PhD

BOARD CHAIRMAN

