



Learning & Development Specialist

About the position, and about us:

We are looking for a Learning and Development Specialist who will be responsible for crafting the educational framework within our dynamic team within the Fintech industry. Your primary responsibility is to strategically design and implement training programs that improve employee skills, boost performance, and enhance job satisfaction. This role merges expertise in educational psychology, instructional design, and corporate strategy, requiring a deep understanding of adult learning and professional growth. You will be responsible to identify skill gaps and learning opportunities, creating customised curricula and methodologies that align with individual career paths and the company's broader objectives. By driving continuous professional development, we are focused on fostering a learning culture that enhances the company's adaptability and success in a constantly changing business environment.

As a group of companies, we have experienced phenomenal growth and are poised for promising future expansion. We're excited about the journey ahead and would love for you to come along with us. We offer a vibrant work environment where innovation thrives, and where you have the autonomy and flexibility to build a career filled with possibilities. If you're passionate about nurturing and investing in talent, working with leaders in building a future-ready organisation with the right skills and capabilities for success, and making a meaningful impact in the Fintech space, we'd love to hear from you!

Join us at Bitventure and be part of a dynamic agile team where your ideas, and strengths can shine.

Primary responsibilities:

Design and implementation of training and development programmes

- Source, plan, co-ordinate and implement learning/training programmes, aligned to company needs and employee development plans.
- Implementing a variety of instructional techniques and formats, such as role-playing, simulations, team exercises, group discussions, videos, lectures, e-learning strategies, including online courses and webinars, to enhance accessibility and convenience.
- Collaborate with departments to identify skills gaps/training needs, ensuring targeted programme development.
- Refine and implement employee career paths and progression frameworks across the business.
- Guide and support employees seeking development opportunities within the company.
- Cultivate a culture of continuous learning and growth by actively promoting learning resources and opportunities.
- Liaise with external training providers and vendors to deliver specialised training programmes, as needed.
- Ensure training programmes comply with regulatory requirements and industry standards.

Onboarding/Induction and department-specific training enhancement





- Co-ordinate, lead and innovate the end to end onboarding process, acting as the main custodian for onboarding.
- Evaluate and curate the existing onboarding programmes/materials.
- Administer onboarding and integration surveys and facilitate one-on-one engagements with new joiners, establishing and coordinating measures to improve onboarding experience.
- Evaluate department-specific training materials, working closely with business to innovate learning and development material.

SDF – Functionalities Learnerships, internships, Bursaries and B-BBEE

- Managing the Skills Development program, Employ Equity function and alignment of these functions and annual training expenditure with the B-BBEE requirements of the company.
- Lead and coordinate the implementation of formal learnership/internship and bursary processes and structures, enabling the company to attract, develop and retain young talent.
- Develop relationships and partnerships with external stakeholders to promote skills development/career development initiatives such as universities.
- Work closely with marketing to promote the company as Employer of Choice externally and on social media platforms.

Reporting, analytics and administration

- Establish KPIs and metrics to assess the effectiveness and impact of learning and growth initiatives.
- Conduct regular evaluations and assessments of training programmes and learning outcomes, measuring effectiveness and ROI in terms of skills spent.
- Investigating and implementing an effective Learning Management System (LMS) and ensuring that it meets the needs of the company.
- Monitoring and evaluating training program's effectiveness, success, and ROI periodically

Requirements:

- 5+ years of relevant work experience in a Learning and Development role.
- Bachelor's degree or Diploma in Human Resources, Psychology, or related field.
- Registered Skills Development Facilitator
- Experienced in management of Bursaries, internships and learnerships
- Strong understanding of adult learning principles, best practices, training methodologies and technologies.
- Strong knowledge and experience Instructional design, accreditation, and facilitation.
- Learning and development tools and collaborative platforms (e.g. Udemy, LinkedIn Learning, Coursera, etc.)
- Training delivery methods (blended learning approaches) and Learning needs analyses.

Submit a detailed CV, and qualifications to Careers@bitventure.co.za if you have what it takes to join our team!

