

Training Administrator

CONTRACT - ONE (1) YEAR FIXED TERM CONTRACT

Location: Cape Town (On-site, with travel within the Western Cape)

About the Organisation

Join the Knowledge Translation Unit (KTU), a pioneering research and knowledge synthesis group committed to strengthening health systems through pragmatic research, evidence-based implementation, and the development of practical clinical tools derived from policies and guidelines. Our work supports healthcare delivery across South Africa, sub-Saharan Africa, Brazil, and Indonesia.

As the KTU continues to strengthen its training and capacity-building initiatives, we are seeking a highly organised and proactive **Training Administrator** to join our Learning Health Systems (LHS) team. The ideal candidate will be highly organised, service-oriented, adaptable, and passionate about supporting learning and capacity-building initiatives.

Role Overview

This role provides administrative, logistical, and operational support to the Implementation Team, ensuring the smooth coordination and delivery of training, education, and capacity-building initiatives that contribute to strengthening health systems and improving healthcare outcomes.

Qualifications:

Degree or diploma in Administration, Business Management, Education, Project Management, or a related field.

Experience:

- Minimum 2–3 years' experience in administration, training coordination, event coordination, or a similar support role.
- Experience supporting workshops, training events, or capacity-building initiatives.

Required Skills:

- Proficiency in Microsoft Office Suite (Word, Excel, Outlook and Teams), with advanced Excel skills being advantageous.
- 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).
- Excellent organisational and administrative skills.
- Strong attention to detail and accuracy.
- Effective communication and interpersonal skills.
- A proactive, solutions-oriented approach.
- Ability to manage multiple priorities and meet deadlines.
- Strong customer service orientation.
- Ability to work independently and collaboratively within a team.
- Professionalism, reliability, and discretion
- Valid driver's licence and access to reliable transport

Key Responsibilities:

- **Coordinate Training Administration**
Ensure the effective administration of training programmes, workshops, participant registrations, records management, and certification processes.
- **Manage Training Logistics**
Coordinate venues, travel, accommodation, procurement, and event logistics to support the successful delivery of training activities.
- **Support Monitoring, Evaluation, and Reporting**
Maintain accurate training data, learner records, and reporting systems to meet organisational, project, and donor requirements.
- **Administer Digital Learning Platforms**
Manage online learning systems, user access, content uploads, and learner support to enhance the training experience.
- **Provide Stakeholder and Communication Support**
Facilitate professional communication with participants, facilitators, suppliers, and project stakeholders to ensure effective coordination and service delivery.
- **Ensure Business Continuity**
Provide back-up support for training administration functions during periods of staff absence and contribute to the smooth operation of Learning Health Systems activities.

How to Apply

Email your application to KTU-HR@uct.ac.za with the subject line: **Training Administrator – June 2026**.

Closing Date: 20 June 2026

Attach:

- CV
- Motivation letter
- Certified copy of highest qualification
- Contact details for **two or three** current, contactable referees

Important Notes

- Incomplete applications will not be considered.
- Only applicants who have completed all application requirements will be considered.
- KTU is committed to employment equity and strives to appoint candidates in line with its equity objectives.
- The organisation reserves the right not to make an appointment should no suitable candidate be identified.
- Only shortlisted candidates will be contacted.

Our 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.

For more information about the organisation, visit: www.knowledgetranslation.co.za