

VACANCY NOTICE

INTERNAL AND EXTERNAL ADVERT:			
Position	mCon Freelance Facilitator	Reports to	HOD – Training & Replication
Location	12 8 th Avenue Walmer Gqeberha	Department	mCon
Type of Contract	Service Level Agree	Number of positions	Three
Date of Vacancy	05 June 2026	Closing Date	12 June 2026
PURPOSE OF THE JOB			
<p>The purpose of the Freelance Facilitator role is to deliver engaging, learner-centred training programmes that equip out-of-school youth and young professionals with workplace readiness, professional, and employability skills. The Facilitator is responsible for creating positive learning experiences, supporting learner development, monitoring progress, and contributing to successful programme outcomes that enhance employability and personal growth.</p>			
REQUIREMENTS			
<ul style="list-style-type: none"> • Minimum Grade 12 (Matric). • Minimum 5 years' experience in facilitation, training delivery, coaching, or learning and development. • Demonstrated experience facilitating workshops for out-of-school youth and young professionals. • Experience delivering workplace readiness, soft skills, professional etiquette, office administration, and project management training. • Strong facilitation, presentation, and communication skills. • Ability to engage, motivate, and manage diverse learner groups. • Experience in learner assessment, feedback, and progress monitoring. • Strong organisational and time management abilities. • Proficiency in MS Office and basic digital tools. • Qualification in Education, Training, HR, Psychology, Business Administration, or related field (advantageous). • Facilitator, Assessor, or Moderator certification (advantageous). • Experience in youth development or employability programmes (advantageous). 			
WHAT WE OFFER			
<ul style="list-style-type: none"> • Flexibility to work around your own business and personal schedule. • The opportunity to make a real impact in the creative entrepreneurship space. • A supportive, values-driven team environment. 			
RESPONSIBILITIES			

Training Facilitation & Delivery

- Facilitate training sessions on workplace readiness, soft skills, professional etiquette, office administration, and project management fundamentals.
- Deliver interactive, learner-centred training using varied facilitation methods.
- Adapt delivery to suit different learning styles and group dynamics.
- Ensure sessions are engaging, practical, and outcome-driven.

Learner Engagement & Development

- Create a positive, inclusive, and supportive learning environment.
- Encourage active participation and learner engagement.
- Support learners in building confidence and workplace competencies.
- Respond appropriately to learner questions and development needs.

Learner Progress & Monitoring Feedback

- Monitor learner attendance, participation, and progress.
- Provide constructive feedback to support learning and improvement.
- Identify learner challenges and communicate with programme staff where necessary.

Training Administration & Reporting

- Maintain accurate attendance registers and learner records.
- Submit session reports and documentation within required timelines.
- Ensure all programme paperwork is completed accurately.

Programme Collaboration & Continuous Improvement

- Work with programme coordinators and facilitators to support delivery.
- Participate in planning and review meetings.
- Contribute feedback to improve training materials and delivery.

Professional Conduct & Representation

- Maintain professionalism in all interactions with learners and staff.
- Adhere to organisational policies and safeguarding requirements.
- Uphold confidentiality and ethical standards at all times.

OTHER / BEHAVIOURAL COMPETENCIES

- Excellent facilitation and communication skills
- Emotional intelligence and adaptability
- Strong organisational and planning ability
- Results-driven and self-motivated
- Passion for youth development and skills empowerment
- Ability to work independently and collaboratively
- Professionalism and reliability

Appointment/s will include the principles of Employment Equity.

We encourage applications from women, persons with disabilities, and individuals from diverse backgrounds.

Due to the high volume of applications, only shortlisted candidates will be contacted. If you have not heard from us within 30 days, we regret to inform you that your application has not been successful.

APPLICATIONS TO	https://forms.gle/6EUS6tMwfmroCPXn8
CONTACT NUMBER	041 581 2543