



Life Line Johannesburg  
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## LIFELINE JOHANNESBURG

### VACANCY

### CORPORATE TRAINING MANAGER

For over 50 years, LifeLine Johannesburg, a registered non-profit organisation (NPO) has delivering emotional wellness to individuals regardless of their race, religion, sex, and social standing through various health and wellness interventions throughout Johannesburg. Our services are provided free of charge to any individual.

LifeLine Johannesburg (“the Organisation”) is seeking to appoint a corporate training manager who is mature, hands-on, energetic, self-motivated, experienced, and results driven that has a passion to work for an NPO. This is a full-time position that is office based in the Sandton area to manage the build and to market a corporate training offering of the various training programmes that the Organisation has offered to the corporate market in the past. This programme is part of the Organisation’s plans to assist it becoming self-funding and sustainable over the medium to long term to enable the Organisation to continue providing free counselling services to the general public on a need basis.

This position entails a significant amount of sales to the corporate market which requires one to deal with senior staff in major corporations. Attention to detail, accuracy and confidentiality are of paramount importance for this position which will report to the Executive Director of the Organisation.

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### **Key Responsibilities**

#### **1. Develop the corporate training programmes**

- The corporate training programmes have to be re-developed making them relevant to the corporate market but keeping the essence of such training methodology which is unique to the Organisation.
- Prepare a one year and three business plans to grow this division to make it relevant and sustainable.
- Consider new markets for the training and new courses that the Organisation can deliver that is within its objectives.

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## 2. Marketing of the training programme

- The individual must be confident and have the ability to approach and deal with senior officials of corporates to market the training programmes.
- Experience in sales of goods or services to the corporate market is a strong advantage.

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## 3. Co-ordinate delivery of the training

- Ability to co-ordinate trainers to ensure delivery of high quality training.
- Managing trainers diaries to ensure efficient and cost effective delivery of the programmes.
- Perform post training evaluation to assess and improve quality, presentation, etc.

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## 4. Financial Management

Manage a tight budget and report monthly on variances and steps that will be taken to prevent future negative variances.

- Deliver on and beyond targets within the timeframes set by the Board.

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## 5. Operational Management

- Develop training materials including workbooks, individual and group exercises, etc.
- Manage the logistics of the programme.

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## Minimum Requirements

- A relevant bachelor's degree in one or more of psychology, social work, public health, development studies, management, finance or related field.
- At least **6–8 years of sales and or marketing experience to the corporate market.**
- Outgoing personality and enjoy working with people at all levels.
- No criminal convictions or pending charges, including any sexual offences.
- Demonstrate ability to self-motivate and achieve targets.
- Work under pressure at times
- Experience and competence in programme management at senior level with strong interpersonal skills.
- Strong understanding of the mental health, psychosocial support, gender-based violence, and/or community development environment in South Africa.
- Ability to work effectively with minimum supervision and be held accountable on deliverables.
- Excellent verbal and written English communication skills.
- Valid code 08 driver's licence and have their own vehicle that can be used for business.

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The candidate must foster an ethical and effective leadership culture within LifeLine Johannesburg, such that the following outcomes of an ethical culture, performance and value creation, conformance and prudent control, and the organization's social license to operate remain a top priority.

This is a full-time, permanent position. LifeLine Johannesburg is an equal opportunity employer. The successful applicant will be required to provide the necessary police clearances and criminal clearance certificates as a condition of acceptance of any offer of

employment. The position carries a low basic but commission will be paid based on measurable performance targets achieved

**Applications will only be accepted if completed online using the following link:**

**<https://www.cognitofrms.com/LifeLineJohannesburg/LifeLineJohannesburgApplicationsManagerCorporateTraining>**

**The following documents must be uploaded online:**

- **your detailed CV stating your qualifications and work experiences for the last 10 years,**
- **contact details of three most recent referees,**
- **your motivation letter stating why you believe you are suitably qualified and experienced for the position**

**CLOSING DATE FOR APPLICATIONS WILL BE 17H00 ON MONDAY 30 MARCH 2026 AND NO LATE APPLICATIONS WILL BE ACCEPTED.**

**TAKE NOTE THAT ANY APPLICATIONS RECEIVED ON EMAILS SHALL NOT BE CONSIDERED.**

All applicants who provide a valid email address will receive a confirmation of receipt by email. Only shortlisted candidates will be contacted by LifeLine Johannesburg. If you do not hear from us by 8 April 2026, please consider your application unsuccessful. We shall not communicate individually with applicants who have not met the minimum requirements as contained in this advert.

For more about LifeLine Johannesburg please visit our website  
**<https://www.lifelinejhb.org.za/>**

26 March 2026