

Teaching Assistant – Learning and Development

Description

MAIN PURPOSE OF THE JOB:

To provide administrative and coordination support to the department including documentation, record maintenance and process compliance.

KEY JOB RESPONSIBILITIES:

Training Coordination

Assist in scheduling, organizing, and setting up training sessions and workshops (virtual and in-person).

Maintain training calendars and reminders.

Content Management

- Support the collation and updating of training materials
- Ensure alignment with Medical Affairs-approved content.

Documentation & Compliance

- Maintain accurate records of attendance, feedback, and assessments.
- Ensure all training documentation is compliant with SOPs, audit-ready, and meets regulatory standards.

Stakeholder Support

- Coordinate logistics between trainers, speakers, and participants.
- Assist with onboarding programs for new medical team members.

Reporting & Evaluation

- Compile post-training feedback surveys and summaries.
- Support analysis of training effectiveness and participation metrics.

Cross-Functional Collaboration

- Liaise with Sales, Marketing, Regulatory, QA departments on training needs and integration.

EDUCATION AND EXPERIENCE

EDUCATION

Hiring organization

MJM Recruitment & Care Givers

Employment Type

Contractor

Beginning of employment

End May 2026

Duration of employment

6 months

Industry

Pharmaceutical

Job Location

Johannesburg

Date posted

May 5, 2026

Graduate (HUMAN RESOURCES/ TRAINING)

EXPERIENCE.

No prior experience required

**Please do not hesitate to contact Mario Matthews from MJM Group. (031)
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