

Subject Matter Expert / Facilitator

Role Overview

We are seeking a **qualified and experienced Subject Matter Expert (SME) / Facilitator** to deliver training for the **Real Estate Agent qualification**. The role involves facilitating learning, assessing learner competence, and providing **industry expertise** to ensure learners gain the knowledge, skills, and professional conduct required to operate successfully as real estate agents.

Key Responsibilities

- Facilitate learning sessions (classroom, online, or blended) aligned with the Real Estate Agent curriculum.
- Provide subject matter expertise on real estate legislation, ethics, property sales, rentals, and agency management.
- Prepare lesson plans, training material, and learning resources tailored to learner needs.
- Guide learners in applying theory to real-world real estate practices.
- Conduct assessments (formative and summative) in compliance with the QCTO/SETA requirements.
- Provide constructive feedback and mentorship to learners throughout the program.
- Maintain accurate learner records and progress reports.
- Stay updated with latest real estate legislation, industry practices, and qualification requirements.
- Ensure compliance with accreditation and quality assurance standards.

Minimum Requirements

- Relevant **qualification in Real Estate** (NQF Level 4 or higher).
- Registered with the **EAAB/PPRA** (Estate Agency Affairs Board / Property Practitioners Regulatory Authority).
- Assessor and Moderator registration with the relevant SETA (advantageous).
- At least **3–5 years' experience** in real estate practice (sales, rentals, property management, or agency operations).
- Proven experience as a **facilitator or trainer**, preferably in the real estate or related sector.
- Strong knowledge of South African property law, compliance requirements, and professional ethics.
- Excellent communication, presentation, and interpersonal skills.
- Ability to use digital learning platforms (MS Teams, Zoom, LMS systems) where required.

Competencies & Skills

- In-depth understanding of the Real Estate industry and its regulatory framework.
- Strong facilitation and group management skills.
- Assessment and moderation competence.
- Adaptability to various learner levels and diverse audiences.
- Mentorship and coaching ability.
- Organisational and record-keeping skills.

Contract Type

- Freelance / Fixed-Term / Part-Time / Full-Time (depending on company needs).
- Location: Onsite / Remote / Hybrid.