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| Job Title: | Digital Ambassadors: Yarona Digital Programme (Six months contract) X 30 |
| Organisation: | NEMISA |
| Department: | Yarona Digital Programme |
| Location: | Ambassadors will be based in the following Municipalities in the Limpopo Province: 1. Elias Motsoaledi Local Municipality 2. Collins Chabane Local Municipality |
| Stipend: | Ambassadors shall be paid monthly stipend |
| Upward Reporting Relationships: | Project Manager: Yarona Digital Programme |
| Reference Number: | NEM-15/10/2021 |

MAIN PURPOSE OF JOB

To attend training on the identified basic digital literacy modules as requested. To provide training to community members in basic digital literacy skills modules as guided.

JOB OBJECTIVES

- Learn basic digital literacy skills on the modules provided.
- Participate during training sessions to ensure adequate knowledge is gained.
- Be able to conduct training to community members.
- Liaise with municipality on the venues for community training.
- Ensure attendance registers are captured correctly, relevant training is conducted and meet the minimum requirements of training venues.
- Ensure allocated weekly targets are reached.
- Report on a weekly basis to NEMISA on the trained citizens per area and weekly targets.

Education: Formal Qualifications

Education involves the acquisition of knowledge and skills through learning where subject matter is imparted systematically. Formal qualifications are obtained by studying at formal institutions e.g. universities, Technikons, colleges, etc.

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| Level of Education: | Minimum: <ul style="list-style-type: none"> • Matric/Grade 12 or equivalent • Computer literate | Ideal: <ul style="list-style-type: none"> • Post matric qualification • Computer certificate |
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Tel: + 27 11 484 0583 | Fax: + 27 11 484 0615 | Physical Address: 21 Girton Road, Parktown | Postal Address: P.O. Box 545, Auckland Park, Johannesburg 2006, www.nemisa.co.za

Non-Executive Directors: Ms Molebogeng Leshabane (Chairperson); Ms Tobeka Buswana; Mr Melvyn Lubega; Mr Lionel Adendorff; Ms Nomonde Hlatshaneni; Prof Christian Adendorff; Ms Bongekile Filana
Executive Directors: Mr Trevor William Rammitlwa (CEO)
Company Secretary: Ms Fahmida Valla

Reg no. 98/14825/08

Job related Work Experience

Experience is obtained through opportunities for exposure and practice at work. It includes all working experience that has some bearing on the job and is not restricted to the current organisation. Supervised on-the-job training, internships and learnerships are incorporated within this category.

Minimum:

- At least 1 year working experience

Ideal:

- Must be bilingual (English and at least one local language)

Job related Knowledge

Job-related knowledge is typically gained through formal or informal training programs (these exclude programs through which Formal Qualifications are attained). It includes knowledge of facts, data and information and understanding the rationale behind models, theories and principles.

- Basic knowledge of computer packages
- Analytical skills
- Good Communication skills (written and verbal)
- Report writing skills
- Computer literate

Competency requirements

- Impact and influence
- Critical judgement
- Decisiveness
- Information gathering
- Initiative
- Emotional maturity
- Commercial Acumen
- Flexibility
- Communication (Written and Verbal)
- Results and quality focused
- Detail focused

Important note:

- Please email through comprehensive CV and certified copies of Qualifications, **a letter from Ward councillor** and other supporting documents to:
- Elias Motsoaledi Local Municipality: Eliasmotsoaledi@nemisa.co.za
- Collins Chabane Local Municipality: Collinschabane@nemisa.co.za
- If you do not hear from us within two weeks of the closing date, please regard your application as unsuccessful.
- Preference will be given to historically disadvantaged applicants.
- Only candidates who meet the minimum requirements should apply. Correspondence will only be limited to short listed candidates.
- NEMISA reserves the right not to make an appointment.
- Closing Date: **15 October 2021 (16:00pm)**.

We are committed to Employment Equity when recruiting internally and externally. It is company policy to promote from within wherever possible. Therefore, please be aware that internal candidates will be considered first before reviewing external applicants, if this supports achievement of our Employment Equity goals.