

Job Title:	Administration Clerk: Colabs and Yarona Digital Programme (12 Months Contract)
Organisation:	NEMISA
Department:	Colabs and Yarona Digital Programme
Location:	Gauteng, Parktown
Salary Range:	Grade 5
Upward Reporting Relationships:	Acting Colab Director and Project Manager: Yarona Digital Programme
Reference Number:	NEM-01/02/2020

MAIN PURPOSE OF JOB

To provide administrative support to Colab Director and Project Manager: Yarona Digital Programme

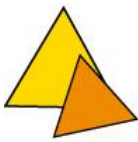
JOB OBJECTIVES

- Facilitate receiving and collating of all quarterly data (portfolio of evidence) from various CoLabs as and when training and /or workshops are completed
- Maintain an accurate, comprehensive and accessible Shared (Cloud) network drive with all evidence / data as per the Technical Indicator Description for each performance indicator per CoLab, for each quarter
- Download and perform initial verification of evidence submitted from all CoLabs and capture verified data
- Process other documents, reports, submissions, evidence from the various Colabs and file appropriately
- Maintain a task list with due dates pertaining to CoLabs and CoLab Manager deliverables
- Facilitate the provision of and collate information required by the CoLab Manager / CEO
- Assisting with project schedules, projects plans and budget
- Liaison with internal and external stakeholders as required
- Handling procurement process on project requirements
- Preparation of progress reports and reporting
- Assisting with project logistics, travel, communication
- Scheduling, recording and attendance of relevant meetings on request

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.

Level of Education:	Minimum: • Grade 12 certificate	Ideal: •
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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+ years' experience in ICT working knowledge of various computer applications
- Experience in procurement and processes
- Remain focussed and self-directed under pressure
- At least 12 months + experience within Public Sector

Ideal:

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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.

- Digitally literate
- Collaboration
- Analytical
- Report Writing
- Written and Verbal Communication
- Presentations
- Project / event management
- Strong administration skills

Important note:

- Please email through comprehensive CV and certified copies of Qualifications/Supporting documents to: colabyarona@nemisa.co.za
- If you do not hear from us within one week 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: **21 February 2020 (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.