

| <b>READVERTISEMENT</b>                 |  |
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| <b>Job Title:</b>                      | Part Time Facilitator: ICT Skills for Employment - (Six Months Contract) |
| <b>Organisation:</b>                   | NEMISA   |
| <b>Department:</b>                     | Office of the CEO  |
| <b>Location:</b>                       | Dr Nkosazana Dlamini Zuma Local Municipality, Kwazulu-Natal              |
| <b>Salary Range:</b>                   | R350.00 per hour (Services to be provided as an when required)           |
| <b>Upward Reporting Relationships:</b> | Project Manager  |
| <b>Reference Number:</b>               | <b>NEM-04/01/2020</b>  |

#### MAIN PURPOSE OF JOB

To plan, prepare and conduct the facilitation and assessment of learners.

#### JOB OBJECTIVES

- Development of learning material
- Pre facilitation preparation
- Facilitation
- Conducting assessments
- Record keeping (registers, evaluation forms, etc.)
- Write up facilitation reports.

#### 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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| <b>Level of Education:</b> | <b>Minimum:</b><br>• Three-year National Diploma<br>Information Technology | in | <b>Ideal:</b><br>• Degree in Information Technology |
|----------------------------|--|----|---|

#### Job related Work Experience

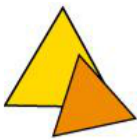
*Experience is obtained through opportunities for exposure and practice at work. It includes all working experience that has some bearing on the job and is not restricted to the current organisation. Supervised on-the-job training, internships and learnerships are incorporated within this category.*

#### Minimum:

- 3-4 years practical work experience in teaching and learning in the field

#### 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.*

- Knowledge of relevant legislation, regulations and policies applied in the industry
- Advanced knowledge of Microsoft office suite
- Analytical Skills
- Good Communication skills (written and verbal)
- Report writing skills
- Good communication skills
- Computer literate

### Competency requirements

- Analysis and Problem Solving
- Strategic thinking
- Planning and organising
- Logical reasoning
- Critical judgement
- Decisiveness
- Information gathering
- Initiative
- Emotional maturity
- Commercial Acumen
- Flexibility
- Communication (Written and Verbal)
- Impact and influence
- Results and quality focus
- Detailed focus

### Important note:

- Please email through comprehensive CV and certified copies of Qualifications/Supporting documents to: [ictskills@nemisa.co.za](mailto:ictskills@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: **5 February 2020 (16:00 pm)**.

*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.*