

Job Title:	Digital Ambassadors: Yarona Digital Programme (Three months contract) X 30
Organisation:	NEMISA
Department:	Yarona Digital Programme
Location:	Alfred Duma Municipality and Ubuhlebezwe Municipality, KZN
Stipend:	Ambassadors shall be paid monthly stipend
Upward Reporting Relationships:	Project Manager: Yarona Digital Programme
Reference Number:	NEM-08/12/2020

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.

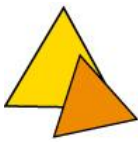
Education: Formal Qualifications

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.

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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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 Zulu)
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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.

- Basic knowledge of computer packages
- Analytical Skills
- Good Communication skills (written and verbal)
- Report writing skills
- Good communication 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 focus
- Detailed focus

Important note:

- Please email through comprehensive CV and certified copies of Qualifications, a letter from Ward councillor and other supporting documents to: ambassadors@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: **07 January 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.