

<b>Job Title:</b>	Part Time Facilitator: Digital Citizenship Platforms and ICT for Employment (nine months contract)
<b>Organisation:</b>	NEMISA
<b>Department:</b>	Yarona Digital Programme
<b>Location:</b>	KwaZulu Natal, Eastern Cape, Northern Cape, Limpopo, Mpumalanga, North West & Western Cape
<b>Rate per hour:</b>	R25 000 per 100 people trained including assessment reports.
<b>Upward Reporting Relationships:</b>	Project Manager: Yarona Digital Programme
<b>Reference Number:</b>	NEM-03/09/2021

#### MAIN PURPOSE OF JOB

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

#### JOB OBJECTIVES

- Preparation of learning materials and learning tools
- Pre facilitation preparation
- Facilitation (online and face to face)
- Conducting assessments
- Record keeping (registers, evaluation forms, etc.)
- Preparation and submission of reports

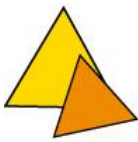
#### Education: Formal Qualifications

*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.*

<b>Level of Education:</b>	<b>Minimum:</b> <ul style="list-style-type: none"> <li>National Diploma in Information Technology; Education or other relevant qualification</li> </ul>	<b>Ideal:</b> <ul style="list-style-type: none"> <li>Bachelors' Degree in Information Technology; Education or other relevant qualification</li> </ul>
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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:**

- 1-2 years practical work experience in teaching and learning in digital literacy and specialist technologies learning programmes or similar training interventions

**Ideal:**

- Must be bilingual (English and at least one other official 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
- 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 and other supporting documents to: [digitalcitizenship@nemisa.co.za](mailto:digitalcitizenship@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: **23 September 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.*