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| Job Title: | Digital Ambassadors: Yarona Digital Programme (Six months contract) X 50 |
| Organization: | NEMISA |
| Department: | Ya Rona Digital Programme |
| Location: | Ambassadors will be based in the Buffalo City Metropolitan Municipality: |
| Stipend: | Ambassadors shall be paid a monthly stipend. |
| Upward Reporting Relationships: | Project Manager: Ya Rona Digital Programme |
| Reference Number: | NEM-20/09/2023 |

MAIN PURPOSE OF JOB

To attend training on the identified basic digital literacy content. To provide training to community members on basic digital literacy skills.

JOB OBJECTIVES

- Learn basic digital literacy skills: 4IR, Network Connections, Mobile Applications etc.
- Deliver training to communities on basic digital literacy.
- Day to day interaction with local communities related to basic digital literacy.
- Participate during training sessions to ensure adequate knowledge is gained.
- Be able to conduct training to community members.
- Liaise with the municipality on the venues for community training.
- Ensure relevant training is conducted and meets prescribed training requirements.
- Ensure allocated weekly targets are reached.
- Report on a weekly basis to Nemisa on the trained citizens per area against weekly and monthly 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 • Advance Computer Skills |
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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 1-2 years working experience.

Ideal:

- Must be bilingual (English and region's 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 ID and Qualifications as well as a **letter from Ward councillor** and other supporting documents to: ambassadors2@nemisa.co.za
- If you do not hear from us within two weeks of closing, 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 shortlisted candidates.
- NEMISA reserves the right not to make an appointment.
- Closing Date: **27 September 2023 (16:30pm)**.

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.