



<b>Job Title:</b>	Digital Ambassadors: Ya Rona Digital Programme (six months contract) <b>X 40</b>
<b>Organization:</b>	NEMISA
<b>Department:</b>	Ya Rona Digital Programme
<b>Location:</b>	<p>Ambassadors will be <b>based</b> at the <b>Following TVET Colleges:</b>  <b>Only Candidates residing within the catchment area of specific TVET College may apply.</b></p> <p><b><u>EASTERN CAPE:</u></b></p> <p><b>IKHALA TVET College x 2</b>  Queenstown (Komani), Sterkspruit, Lady Frere, Aliwal North, Ezibeleni</p> <p><b>King Sabata Dalindyebo TVET College x 2</b>  Mthatha, Libode, Mapuzi/Coffee Bay Area, Mngazi, Ngcobo, Elliotdale</p> <p><b>Ingwe TVET College x 2</b>  Mount Frere, Mount Fletcher, Maluti, Siteto (Bizana) &amp; Lusikisi Ngcungqushu.</p> <p><b><u>KWAZULU-NATAL:</u></b></p> <p><b>Coastal KZN TVET College x 2</b>  Durban, Swinton, Umlazi, Appelsbosch</p> <p><b>Mnambithi TVET College x 2</b>  Estcourt, Ezakheni, Ladysmith</p> <p><b>Umgungundlovu TVET College x 2</b>  Pietermaritzburg, Msinga, Imbali, Sobuntu, Edendale, Hlanganani, Msunduzi, Muden, Northdale</p> <p><b>Mthashana TVET College x 2</b>  Vryheid, Kwa-Gqikiza, Nongoma, Ulundi, Nquthu, Kwangwanase</p> <p><b><u>GAUTENG:</u></b></p> <p><b>Sedibeng TVET College x 2</b>  Vanderbilpark, Sebokeng, Heidelberg</p> <p><b>Central Johannesburg TVET College x 2</b></p>

	<p><b>Westcol TVET College x 2</b> Carletonville, Krugersdorp, Randfontein, Westonaria</p> <p><b>Tshwane North TVET College x 2</b> Pretoria, Mamelodi, Soshanguve, Temba, Rosslyn</p> <p><b><u>WESTERN CAPE:</u></b></p> <p><b>West Coast TVET College x 2</b> Citrusdal, Malmesbury, Vredenburg, Vredendal</p> <p><b>South Cape College x 2</b> Beaufort West, Oudtshoorn, George, Mossel Bay, Riversdale Hessequa, and Plettenberg Bay (Bitou)</p> <p><b><u>NORTHERN CAPE:</u></b></p> <p><b>Northern Cape Urban TVET College x 2</b> Kimberly, Galeshewe</p> <p><b>Northern Cape Rural TVET College x 2</b> Upington, Kathu, Kuruman, Namaqualand, De Aar</p> <p><b><u>LIMPOPO:</u></b></p> <p><b>Waterberg TVET College x 2</b> Lebowakgomo, Thabazimbi, Mokopane, Mahwelereng</p> <p><b>Sekhukhune TVET College x 2</b> Burgersfort, Groblersdal, Motetema, Praktisser, Ga-Nchabeleng</p> <p><b><u>MPUMALANGA:</u></b></p> <p><b>Gert Sibande TVET College x 2</b> Balfour, Ermelo, Evander, Mpuluzi, Perdekop, and Standerton</p> <p><b>Nkangala TVET College x 2</b> Witbank, Middleburg, Siyabuswa, Waterval Boven</p> <p><b><u>NORTH WEST:</u></b></p> <p><b>Vuselela TVET College x 2</b> Klerksdorp, Joberton, Potchefstroom &amp; Taung</p>
<b>Stipend:</b>	Ambassadors shall be paid a monthly stipend.
<b>Upward Reporting Relationships:</b>	Project Manager: Ya Rona Digital Programme
<b>Reference Number:</b>	<b>NEM-05/05/2025</b>

**MAIN PURPOSE OF JOB**

To attend training on the identified basic digital literacy modules as requested. To provide training to community members on 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 the municipality on the venues for community training.
- Training of the learners on the Learner Management System.
- Ensure allocated weekly and monthly targets are reached.
- Report on a weekly basis to NEMISA on the trained citizens per area against weekly targets.
- Submission of training plans of communities, schools and organisation targeted for training on weekly basis.
- Training of communities, schools and organisations in line with training plans.

### 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 Certificate Information Technology and Computer Science NQF Level 2-4 (TVET College)</li> <li>• N6</li> </ul>	<b>Ideal:</b> <ul style="list-style-type: none"> <li>• Matric</li> <li>• Computer Certificate</li> <li>• Diploma IT</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 organization. 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.

### 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
- Information gathering, Initiative
- Emotional maturity, Commercial Acumen
- Flexibility, Communication (Written and Verbal)
- Results and quality focused, Detail focused

## Important Notice:

- Please email through comprehensive CV, certified copies of ID and Qualifications. **Please use name of TVET College you are applying for as subject of email:** [ambassadors2@nemisa.co.za](mailto: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: **09 May (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.*