

ADVERT	
JOB TITLE:	ICT Facilitator
DEPARTMENT:	WDB Training Academy Program
REPORT TO:	Trainer/ Supervisor
AREA FOR THIS POSITION	Makhado, Limpopo
JOB PURPOSE	
To be part of the Training Academy Training team and support for the ICT department in the field	
KEY PERFORMANCE AREAS	
<ul style="list-style-type: none"> • End User Support and be well versed with the Basic Computer Skills Programme • Focus on the Basic Computer Skills, BCS, for youth and women programmes. • Recruit clients for the ICT Programmes • Register clients as per the Training Academy Program (TAP), Trainer’s guide, policies, and procedures. • Draw plans for the duration of the intake and adhere to the Training and curricula until the all the assessments are done. • Follow the plan and report weekly and monthly on progress to the immediate supervisor. • Be able to understand the ICT Training needs in the TAP Programmes • Keep abreast of the ICT latest offerings, best practice and update as required • Report and update the asset register pertaining to ICT tools • Create course schedules and training timetables for the ICT Programme • Be part of ICT training manuals reviews • Do travel requisitions and reconciliation on time as per finance requirement. • Submit weekly training and attendance registers to the supervisor. • Train and monitor impact using relevant methodologies. • Assist in keeping all Training Academy Program’s computer equipment running smoothly and ensuring that computer users can interact with this equipment successfully. • Identify courses and workshops that will keep you informed of training and ICT new tools and content. • Register with the relevant ICT and Training bodies to keep abreast of all new information. 	
KNOWLEDGE, SKILLS AND COMPETENCIES	
<p><u>Knowledge</u></p> <ul style="list-style-type: none"> • To align the vision, mission, values, and objectives of the WDB Trust to those of the Training Academy Program. <p><u>Required Skills</u></p> <ul style="list-style-type: none"> • Be self-motivated • Be result oriented • Time conscious 	<p><u>Competencies</u></p> <ul style="list-style-type: none"> • To work under minimum supervision • To lead a successful operation • To be a team member • To be willing to do rural development work and be passionate about the people we work with including the stakeholders <p><u>Values</u></p> <ul style="list-style-type: none"> • Trustworthiness • Accountability • Ubuntu

QUALIFICATION AND EXPERIENCE

Qualifications

Minimum of 1-3 years Computer Training Certificate (MS Office Suite) or Diploma in Computer Training

Declaration of integrity

You may be required to write a competency assessment, and to undergo a pre-employment, qualification check and reference check as part of the recruitment process.

To apply please forward your CV's to recruitment@wdb.co.za, Subject line: Advert. ICT Facilitator Makhado

Closing date: 18 March 2025

Advert posted 10 March 2025

Subject line: ICT Facilitator Makhado

If you do not receive a response by the 31 March 2025, please consider your application unsuccessful.