

| ADVERT | |
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| JOB TITLE: | ICT Supervisor |
| DEPARTMENT: | WDB Training Academy Programme |
| REPORT TO: | Training Academy Programme (TAP) Operation Manager |
| AREA FOR THIS POSITION | Acornhoek Mpumalanga |
| PRIMARY PURPOSE OF THE JOB | |
| <p>To supervise Facilitators of the WDB Trust Community ICT Programme, Computer Based Functional Literacy (CBFL) for woman and Basic Computer Skill (BSC) for youth.</p> <p>This role will be responsible for supervising the facilitators to conduct Community mobilization and ICT Training.</p> <p>Conduct community meetings with all stakeholders in the identified area of operations.</p> | |
| KEY PERFORMANCE AREAS | |
| <ul style="list-style-type: none"> • Stakeholder Management • Reaching expected target • Monitor and Evaluation • Spot checking • Working Tools • Assets register, stakeholder and service provider data • HR Administration • General Office management • Monthly reporting | |
| KNOWLEDGE, SKILLS, AND COMPETENCIES | |
| <p>Knowledge</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>Required Skills</p> <ul style="list-style-type: none"> • Be self-motivated. • Be result oriented. • Time conscious | <p>Competencies</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>Values</p> <ul style="list-style-type: none"> • Trustworthiness • Accountability • Ubuntu |
| QUALIFICATION AND EXPERIENCE | |

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| <u>Qualifications</u> | Matric plus 2 years ICT tertiary certificate Driver's Licence is a prerequisite. |
| <u>Experience</u> | One Working experience |
| <p>To apply please forward your CV's to recruitment@wdb.co.za, Subject line: ICT Supervisor Acornhoek Closing date: 18th March 2025 Advert Posted 10 March 2025 If you do not receive a response by the 31st^{of} March 2025, please consider your application unsuccessful.</p> | |