



Rhiza Babiyale

	Information Technology Facilitator
Based at:	Bophelong Centre, Diepsloot
Reporting to:	Skills Development Manager
Closing date:	05 March 2018
CV drop centre/ Email	Rhiza Skills Development Site moses@r-b.org.za
Position overview/summary:	Candidate will be responsible for the smooth running of the Information technology classes and the implementation of its programmes. Marking, capturing and storing of all relevant student documents.
Job description (role/ responsibilities and key activities)	<ol style="list-style-type: none"> 1. Implement marketing and recruitment drives of students; 2. Graduation and opening day management; 3. Submit regular reports to management; 4. Report all incidents to management; 5. Assist with routine maintenance of all the equipment; 6. Printing and Scanning of documents as per requests of students; 7. Manage registers; 8. Prepare refreshments for visitors; 9. Grocery and stationery shopping.
Qualifications/ Skills and Knowledge	<p>Qualifications</p> <p>Grade 12 pass or equivalent level; Relevant courses/programmes completed relevant to the role; Facilitator and assessor certified training.</p> <p>Skills</p> <p>Computer literate especially in software and hardware; Administrative skills; Ability to conduct facilitation of I.T course and assessment of the same; Ability to unite classes and solve student conflict.</p> <p>Competencies</p> <p>Attention to detail Passion for entrepreneurship and community development Planning and organising.</p>