



Job Title:	Digital Ambassador
Organisation:	National Electronic Media Institute of South Africa (NEMISA)
Division/Unit:	Ya Rona Digital Programme
Location:	Ambassadors will be based at CET Colleges
Location:	<p><u>CET COLLEGES: X 9 Ambassadors</u></p> <p>Eastern Cape CET College X1 – Central Office: East London <i>Nearby areas:</i> Mdantsane, King William’s Town, Bhisho</p> <p>Free State CET College X1 – Central Office: Bloemfontein <i>Nearby areas:</i> Botshabelo, Thaba Nchu, Mangaung</p> <p>Gauteng CET College X1 – Central Office: Johannesburg <i>Nearby areas:</i> Soweto, Alexandra, Ekurhuleni, Tshwane</p> <p>KwaZulu-Natal CET College X1– Central Office: Durban <i>Nearby areas:</i> Umlazi, Pinetown, Pietermaritzburg</p> <p>Limpopo CET College X1 – Central Office: Polokwane <i>Nearby areas:</i> Seshego, Mankweng, Lebowakgomo</p> <p>Mpumalanga CET College X1 – Central Office: Siyabuswa <i>Nearby areas:</i> Witbank, Secunda</p> <p>Northern Cape CET College X1 – Central Office: Kimberley <i>Nearby areas:</i> Galeshewe, Kuruman, Upington</p> <p>North West CET College X1 – Central Office: Brits <i>Nearby areas:</i> Rustenburg, Hartebeespoort</p> <p>Western Cape CET College X1 – Central Office: Cape Town <i>Nearby areas:</i> Khayelitsha, Mitchells Plain, Bellville</p>
Stipend:	Ambassadors shall be paid a monthly stipend of R4 500.00
Upward Reporting Relationships:	Project Manager: Ya Rona Digital Programme
Reference Number:	NEM – 12/6/2026

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 and apply basic digital literacy skills through the provided training modules.
- Actively participate in training sessions to ensure adequate knowledge acquisition.
- Mobilize and encourage community members to participate in digital literacy training programmes.
- Facilitate and conduct digital literacy training.
- Liaise with the Project Manager and the CET college to secure venues for training sessions.
- Develop and maintain a weekly training plan for training activities.
- Ensure that allocated weekly training targets are met.
- Facilitate the submission of attendance registers and progress reports.

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.

Level of Education:	Minimum: <ul style="list-style-type: none">• Matric/Grade 12 or equivalent• Computer certificate (basic/intermediate level)• Former and current CET students	Added Advantage: <ul style="list-style-type: none">• Post-matric qualification (certificate, diploma or degree) in ICT or education
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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:

- Prior experience in training, facilitation, tutoring or community development work
- Ability to work independently and manage community-based learning activities

Added Advantage:

- Strong practical knowledge of digital tools (internet, email, Microsoft Office, online platforms)
- Must be bilingual (Local language and English)

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 a comprehensive CV indicating your **residential address**, and certified copies of ID and Qualifications 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 former and current CET students.
- Only candidates who meet the minimum requirements should apply. Correspondence will only be limited to shortlisted candidates.
- NEMISA reserves the right not to make any appointment.
- Closing Date: **19 June 2026 (16H30)**

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.