

Job Title:	Digital Ambassador: X 32
Organization:	National Electronic Media Institute of South Africa (NEMISA)
Department:	Ya Rona Digital Programme
Location:	Ambassadors will be based at TVET Colleges
Location:	<p>Ambassadors will be based at TVET College Campuses:</p> <p><u>EASTERN CAPE</u></p> <p>1. King Sabata Dalindyebo TVET College X2, Mthatha, Libode, Mapuzi/Coffee Bay Area, Mngazi, Ngcobo, Elliotdale (OR Tambo District Municipality)</p> <p>2. East Cape Midlands TVET College X2 Uitenhage (Kariega) Townships, Despatch, Motherwell, Zwide KwaNobuhle, New Brighton, Kwazakhele, Walmer Township</p> <p><u>KWAZULU-NATAL</u></p> <p>1. Elangeni TVET College X2 Inanda, KwaDabeka, KwaMashu, Pinetown, Ndwendwe, Ntuzuma</p> <p>2. Majuba TVET College X2 New Castle, Dundee</p> <p>3. Esayidi TVET College X2 Kokstad, Umzimkhulu, Port Shepstone</p> <p><u>GAUTENG</u></p> <p>1. Tshwane South TVET College X 2 Atteridgeville, Centurion</p> <p>2. South West Gauteng TVET College X2 Soweto, Roodepoort, Randburg</p> <p>3. Tshwane North TVET College X 2 Mamelodi, Soshanguve, Temba, Rosslyn and Pretoria</p> <p><u>WESTERN CAPE</u></p> <p>1. South Cape College X2 Beaufort West, Oudtshoorn, George, Mossel Bay, Riversdale Hessequa, and Plettenberg Bay (Bitou)</p>

	<p>2. College of Cape Town X2 Cape Flats Region, Mitchells Plain, Khayelitsha, Nyanga Gugulethu, Langa, Delft, Phillipi, Crossroads</p> <p>3. False Bay TVET College X2 Muizenberg, Khayelitsha, Fish Hoek, Mitchell's Plain</p> <p><u>NORTHERN CAPE</u></p> <p>1. Northern Cape Urban TVET College X2 Kimberly, Galeshewe</p> <p><u>LIMPOPO</u></p> <p>1. Mopani TVET College X2 Phalaborwa, Namakgale, Hoedspruit</p> <p><u>MPUMALANGA</u></p> <p>1. Gert Sibande TVET College X2 Balfour, Ermelo, Evander, Mpuluzi, Perdekop, and Standerton</p> <p><u>NORTH WEST</u></p> <p>1. Taletso TVET College X2 Lichtenberg, Mafikeng (Ngaka Modiri Molema District Municipality)</p> <p><u>FREE STATE</u></p> <p>1. Flavius Mareka TVET College X2 Sasolburg, Kroonstad and Mphohadi</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 - 15/6/2026

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.
- Mobilise and encourage community members to participate in digital literacy training programmes.
- Facilitate and conduct digital literacy training for community members.
- Liaise with the Project Manager, Organisations, and Municipalities to secure venues for community training sessions.
- Develop and maintain a weekly training plan for community training activities.
- Ensure that allocated weekly training targets are met.

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:

- Matric/Grade 12 or equivalent
- Computer literate
- National Certificate (Vocational) – NC(V)
- (NATED) Qualifications
- Occupational Certificates

Ideal:

- Post matric qualification.
- Computer certificate
- TVET NC(V) Level 4, N6, or ICT-related occupational certificate, with digital certification and facilitation or training experience
- Diploma, or degree in ICT, Education, or related field

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:

- At least 1 - 2 years' working experience in any field.

Ideal:

- Prior experience in training, facilitation, tutoring, or community development work
- Strong practical knowledge of digital tools (internet, email, Microsoft Office, online platforms)
- Must be bilingual (English and one other locally-spoken language)
- Ability to work independently and manage community-based learning activities

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 comprehensive CV indicating your **residential address**, and certified copies of ID and Qualifications to ambassadors3@nemisa.co.za.
- **Please use the name of the TVET you are applying for as the email subject line.**
- If you do not hear from us within two weeks of closing, please consider 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 any appointment.
- Closing Date: **22 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.