

VACANCY:

**Centre Manager (WCG eCentre Programme)
Nelspoort– WCG eCentre**

Remuneration: R8 776.00 pm on a 2yr contract

Requirements:

- Grade 12.
- More than 6 months experience in an ICT e-centre or similar venue

Competencies:

- Exceptional written and verbal communication skills
- Well-developed innovative problem solving and conflict resolution skills.
- Well-developed analytical skills.
- Sound organizing and planning skills.
- Proven management and leadership skills.
- Sound interpersonal skills.
- Sound Budgeting skills.
- Computer proficiency & Training Skills.

Key Performance Areas:

- Management of the day-to-day operations of the centre
- Financial management of the Centre Resources
- Ensure that all policies and procedures are implemented and adhered to (incl HR, Finance, Asset and Risk Management, Procurement, Administrative etc)
- Formulate, develop, and review policies and procedures relating to operations of the centre.
- Present reports on the activities, usage, and outcomes of the centre
- Provide monthly written reports, with verifiable inputs, on the activities, usage and outcomes of the centre as required.
- Set up and maintain suitable records, business, and administrative systems for the centre, including filing systems, recording information on correspondence systems or databases etc.
- Oversee training provision and provide information, assistance, and advice to the community.
- Assist with technical support in the centre.
- Provide project management support for community development projects.

DIRECTIVES TO CANDIDATES

1. Applicants must indicate clearly, in a **covering letter** that they are applying for the position of Centre Manager.
2. The letter should be accompanied by a comprehensive and current Curriculum Vitae (five pages maximum, CVs will not be returned), and
3. **A copy of identity document, matric certificate, and the names of three referees.**

NB: Applications will not be considered without the above criteria. Consideration will be given to candidates residing in the area.

Enquiries: Ntsiki Falteni: 021 421 0076

**Applications are to be hand-delivered in a sealed envelope and placed in a box at:
Room No 1. Municipal Offices Building, Loft End Avenue Nelspoort 6973**

- **CLOSING DATE: 12 FEBRUARY 2025 at 12H00**
- **NO APPLICATIONS WILL BE CONSIDERED AFTER THE CLOSING DATE.**
- **NO APPLICATIONS VIA EMAIL WILL BE CONSIDERED.**