

**VACANCY: Development Manager (WCG eCentre Programme)
Nelspoort WCG eCentre**

Remuneration: R7 715.00 pm on a 2yr contract

Requirements:

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

Competencies:

- Good written and verbal communication skills
- Well-developed problem solving and conflict resolution skills.
- Sound organizing and planning skills.
- Sound interpersonal skills.
- Computer proficiency & Training Facilitation Skills.

Key Performance Areas:

- Management of the day-to-day training operations of the centre
- Present reports on the training activities, usage, and outcomes of the centre
- Oversee training provision and provide information, assistance, and advice to the community.
- Assist with technical support in the centre.
- Provide 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 Development 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: Consideration will only be given to applicants who are residing in the area and who are currently unemployed.

Enquiries: Ntsiki Falteni: -021 421 0076

Applications must be placed in a sealed 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.**