

Port Elizabeth, 11 August 2022

## VACANCY: Computer Facilitator

### Background

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Masifunde Learner Development NPC is a public benefit organisation with over 15 years of experience. Governed by an active honorary Board of Directors, with programmes implemented from three to 35 years of age. Led by a team of young, motivated professionals. Our services include high-quality programmes for youth.

### About the position

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<b>Area of focus:</b>	Computer Literacy skills for out-of-school youth
<b>Purpose of post:</b>	The computer facilitator ensures that youth are equipped with a solid foundation of computer skills that enables them to prepare for and succeed in employment.
<b>Tasks:</b>	Plan, prepare and facilitate basic computer and research skills workshops for out-of-school youth
<b>Job location:</b>	23 Witbooi Street, Walmer Location
<b>Office hours:</b>	Part-Time, primarily mornings
<b>Salary:</b>	hourly-based, to be discussed
<b>Starting date:</b>	asap

### Minimum requirements

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**We are looking for a vibrant and energetic part-time computer facilitator who thinks out of the box, goes the extra mile, enjoys working in a multidisciplinary team and simply has a passion for people and community development.**

- A related degree (e.g. BIT, Dip: IT, HCert: IT, or similar)
- Fluency in English, fluency in isiXhosa an advantage
- Computer literacy (Microsoft Office, research skills, CV-writing skills)
- Effective written and oral communication skills
- Excellent facilitation skills
- Experience in working with youth will be an advantage
- Excellent self-management skills
- Communication and people's skills to work in international multicultural team

### Your application

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We welcome applications regardless of age, disability, sex, gender identity, race or sexual orientation.

- **If you wish to apply, please submit your application, including your CV, at least two contactable references and your motivation here:**  
<https://forms.gle/fD3XgyAUHUSBiimq8>
- Last day of the application is Friday, 19 August, 17.00,
- Only shortlisted candidates will be contacted. We reserve the right not to fill this position should we not find a suitable candidate.