



WILDTRUST – YOUTH EMPLOYMENT SERVICES (YES) PROGRAMME

VACANCIES

The **WILDTRUST** is participating in the Youth Employment Services (YES) programme, funded by NEDBANK, aimed at reducing Youth unemployment levels and building a future that works. The YES programme provides a **one-year** work-based job and training experience aimed at affording unemployed youth practical and meaningful work opportunities.

The **WILDTRUST** invites applications from unemployed youth, graduates and scholars who are between the ages of 18 and 27 years to apply for the following vacancies:

Assistant Training Administrator

Number of positions:	6
Base:	Hilton (KwaZulu Natal)
Contract Duration:	12 Months
Salary:	R3 500 per month
Requirements:	Currently unemployed, fully computer literate, Grade 10 pass / Matric certificate, must be between 18 and 27 years of age, have a SARS Income Tax number (if you have been employed before).

Key Performance Areas:

- Scheduling and coordination of training interventions.
- Maintenance of Learner Management System (LMS).
- Printing and collating of training material.
- Assist in securing necessary suppliers for trainings such as training manuals, stationery, and equipment.
- Preparing attendance registers, learning manuals and training evaluations.
- Filing learner information and assessments.
- Learner communication and support via telephone for learner's requirements.
- Providing support for the Learning and Development team as the need arises.

Application: email a 3-page cv, motivation letter, certified copy of your ID and certificates to: ncamisileh@wildtrust.co.za. Applications may also be hand delivered to the **WILDTRUST** Head-office located at 57 Hilton Avenue, Suite 3, Quarry Centre, Hilton.

Closing date: 08th February 2019

*Preference will be given to previously disadvantaged individuals. Late applications will be disregarded. The **WILDTRUST** reserves the right to vary the requirements and not to fill these posts. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 2 weeks after the closing date, please consider your application as unsuccessful.*