



The Universal Service and Access Agency of South Africa (USAASA) is established in terms of the Electronic Communications Act 36 of 2005. USAASA is an equal employment employer, supportive of the objectives of the Employment Equity Act, and encourages suitably qualified individuals from all groups including special designated groups to apply for the following positions:

**Broadcasting Digital Migration – District Coordinators (various provinces)
Salary: R240 000.00 per annum
(1 – Year Contract)**

Key Purpose:

The main purpose of the BDM Coordinators is to develop and assist in executing technical project as determined by the Agency. To manage the quality implementation and stakeholder engagements and buy-in at both Local Municipal and districts level.

Key Performance Areas:

Conduct basic research on the profiles of District and Local Municipalities. Compile and analyse statistical information on indigent Households from local municipalities. Compile database of USAF beneficiaries • Data capturing • Weekly report writing • Achieve Weekly Targets • Compile weekly Statistics on registrations and installations, • Sharing of tasks on different platforms • Ensure the project is running smoothly and on time • Design Planning tools for monitoring and evaluation of the project • Conduct and participate in awareness campaigns to promote awareness of current projects• Provide guidance and inputs into Municipalities' Integrated Development Plans (IDP's) on BDM related matters • Securing of information from beneficiaries • Ensure projects are implemented and managed as per the Service Level Agreement. Ensure good governance across all projects, • Conduct District stakeholder engagements, • Participate in DTT/DTH Stock count and Audit processes. Build and maintain relationships with key stakeholders such as Department of Education, Local Municipalities, etc.

Minimum Requirements:

Qualifications/Knowledge (including most relevant field of study)

- University or Technical College Degree/Diploma (Preferable Technical Qualification)
- Matric Certificate
- 1 – 3 Years Work Experience

Key Skills & Attributes

- **Verbal and written communication**
- **Good understanding of project management environment and disciplines**
- **Attention to detail**
- **Good leadership skills**
- **Good negotiation skills**
- **Decisiveness and good judgment to address pressing project matter**

- **Goal setting**
- **Good aptitude to adapt and learn**

Competencies,

- Advance Excel, Report Writing, Drivers Licence, Team work, Accommodative.
- Prepared to work outside official hours, proficiency in English as an official language, multitask, highly organised, self-motivated, Communication, interpersonal skills.

Applications:

Application letters must be accompanied by a comprehensive curriculum vita, certified copies of qualifications and identity document. Please email your application to the province you reside in clearly state your district office' name.

Kwazulunatalrecruitment@usaasa.org.za;

Easterncaperecruitment@usaasa.org.za;

Northwestrecruitment@usaasa.org.za;

Freestaterecruitment@usaasa.org.za

Limpoporecruitment@usaasa.org.za;

Northerncaperecruitment@usaasa.org.za;

Mpumalangarecruitment@usaasa.org.za;

Closing Date: 1 November 2020

Note: Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, kindly regard your application as unsuccessful.

Please note that possible candidates who previously apply are encourage to re-apply.

Enquiries: Sharonne Scheepers, Tel. (011 564 1639)