



**TOUCHING NATIONS**

NPO 038-396

**WE ARE**

**HIRING**

**BIOMETRIC ADMINISTRATOR**

**CLOSING DATE: 15/03/24**

**APPLY ONLINE**

<https://www.touchingnations.org/careers.html#employ>

# **The NGO desire to appoint a Biometric Administrator**

## **Role Summary**

- The Biometrics Administrator reports to the project manager and manages biometrics usage.
- The biometrics are to be managed within pre-determined timelines and
- Programmatic targets of biometrics usage and outputs.
- Projects are managed by leveraging resources such as head office Kwantu team, timekeepers, social workers and nurses at site level and IDC Kwantu administrators.

## **Requirements**

- Qualification (or demonstrated relevant expertise) with a strong multi-disciplinary focus, especially in the fields of project management, Information Technology (systems)
- 2-5 years' experience
- Code 08 Drivers licence and own Vehicle.

## Essential

- Suitably qualified applicants must be able to work in the communities of Elsie's River, Delft and surrounds.
- Practical and Resource management
- Good communication skills: both written and verbal and strong organizational skills including strong interpersonal skills and have well-developed computer skills.
- Must be Excellence and Quality Orientated,
- Must be good in building relationships.
- Flexibility and Adaptability,
- Must engage and manage diversity.

Interested parties, should submit their CV, relevant driver documents. Proof of income tax registration, proof of a valid bank account and 2 certified copies of the identity document not older than 3 (three) months online at <https://www.touchingnations.org/careers.html#employ>. The Organization reserves the right to undertake verification checks on information supplied.

Should you not hear from us within 1 weeks after closing date please consider your application as unsuccessful.

**START DATE: IMMEDIATELY**