

## Department of Higher Education And Training Mis Clerk Vacancies Requirements:-

Grade 12/NCV L4. Information Technology (L4) or any relevant equivalent certificate. Must have two years' experience in MIS and Data Base Management. Able perform fast processing (typing speed) high accuracy Good filing system Good knowledge MS. Access and Excel must be a good team leader and respect colleagues be and able work under minimal supervision. Excellent verbal communication interpersonal skills. Competencies: IT Skills are appropriate especially the use of Access and /or SQL database. Experience of working within the education sector. Well-developed written and oral communication skills. Good time management and organizational skills. Ability to work under pressure & meet deadlines.