Computer Operator Trainer

Terms of Reference

Position: Computer Operator Trainer.

Location: West Pokot, Kenya

Organization: Perur Rays of Hope

Reporting to: Program Assistant Manager/ Program Manager/ Curriculum Expert

Purpose of the Position: Our site partner, Perur Rays of Hope, is seeking a skilled and experienced Computer Operator Trainer to provide high-quality technical and vocational training in computer operations to young women in arid and semi-arid regions of Kenya, in West Pokot. The Computer Operator Trainer will play a crucial role in equipping participants with the digital literacy and computer operation skills needed for economic empowerment and self-sufficiency, and in preparing them to undertake relevant industry certification examinations.

Key Responsibilities:

1. **Training Delivery:**

   - Plan, prepare, and deliver comprehensive computer operations training sessions, ensuring they are engaging and aligned with the curriculum.
   - Teach participants both theoretical knowledge and practical skills in computer operations, including software applications, basic programming, internet usage, and IT troubleshooting.
   - Ensure the training program aligns with current industry standards and best practices.
   - Utilize a variety of instructional methods, including hands-on practice, demonstrations, and interactive activities to facilitate learning.
   - Arrange for guest instructors and industry experts to deliver specialized training sessions.

2. **Curriculum Development:**
   - Assist in developing and updating the computer operations training curriculum to ensure it meets industry standards and the needs of the participants.
   - Create detailed training schedules, lesson plans, and instructional materials.
   - Incorporate feedback from participants and stakeholders to continuously improve the training program.

3. **Assessment and Evaluation:**
   - Develop and administer assessments to evaluate trainee skills and knowledge.
   - Offer additional support and guidance to participants who may need extra help or have specific challenges.
   - Encourage and motivate participants to achieve their full potential and complete the training successfully.
   - Provide regular feedback to trainees on their performance and areas for improvement.
   - Maintain detailed records of trainee progress and performance.

4. **Examination Preparation:**

- Prepare participants to undertake relevant industry certification examinations by familiarizing the
- m with the exam formats and requirements.
- Conduct mock exams and provide study materials to help participants practice and improve their exam-taking skills.
- Monitor and evaluate participants' readiness for the exams, providing additional support where needed.

5. **Industry Collaboration:**

- Build and maintain relationships with project teams, industry associations, and certification bodies.
- Facilitate and supervise on-the-job training opportunities and apprenticeships for trainees.
- Stay updated on industry trends and incorporate relevant changes into the training program.

6. **Resource Management, Safety, and Compliance:**

- Ensure all training materials, tools, and equipment are available, well-maintained, and used safely during training sessions.
- Manage inventory of computer supplies and report any needs or deficiencies to the TVET Program Coordinator.
- Enforce safety standards and protocols to ensure a safe learning environment for all participants.
- Stay updated on industry regulations and best practices to ensure training content remains relevant and compliant with current standards.

Qualifications:

- Diploma or degree in Computer Science, Information Technology, or a related field with at least Craft level certification.
- TVET licensed with minimum 3 years of experience teaching or training in computer operations, preferably in a technical or vocational education setting, with a strong emphasis on software applications, basic programming, and IT troubleshooting.
- Experience in preparing students for industry certification examinations is highly desirable.
- Excellent communication and interpersonal skills, with the ability to engage and inspire participants.
- Strong organizational skills and attention to detail.
- Ability to work independently and as part of a team.
- Familiarity with the challenges and opportunities in arid and semi-arid regions is an asset.

How to apply

If you are qualified and passionate about this role, submit your application [here](#).