Digital Skills Trainer

Terms of Reference

Position: Digital Skills Trainer.

Department: Training department

Location: HER Lab – West Pokot, Kenya

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

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

Key Responsibilities:

Training Delivery:

- Plan, prepare, and deliver comprehensive digital skills training sessions, ensuring they are engaging and aligned with the curriculum.
- Teach participants both theoretical knowledge and practical skills in digital literacy, including software applications, internet usage, basic programming, and digital communication tools.
- 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.

Curriculum Development:

- Assist in developing and updating the digital skills 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.

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.

Examination Preparation:

- Prepare participants to undertake relevant industry certification examinations by familiarizing them 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.

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.

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 digital training 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, Digital Media, or a related field.
- Minimum of 3 years of experience teaching or training in digital skills, preferably in a technical or vocational education setting, with a strong emphasis on software applications, internet usage, basic programming, and digital communication tools.
- 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 Appy:

Are you passionate about empowering young women in West Pokot through Digital skills? If you have the qualifications and the drive to make a difference, we invite you to apply here.