



# TRANSCOM COMPUTER TECHNOLOGY CENTRE

Education Through Innovation

E-Mail: [info.transcomtraining@gmail.com](mailto:info.transcomtraining@gmail.com)

## Yei Office

(Former Finance Sudan Limited FSL, Lomuku II Luzira Road Opposite Dar el Salaam Market)

Date: 19<sup>th</sup>/Feb/2020

### JOB ADVERTISEMENT

<b>Job Title:</b>	ICT Facilitators/ Trainers
<b>Number of Post:</b>	2
<b>Duty Station:</b>	Yei (Full Time Job)
<b>Deadline for Application:</b>	26 <sup>th</sup> /02/2020
<b>Contract:</b>	12 Months with possibilities of extension depend on performance

#### **Background**

Transcom Computer Technology Centre is a nonprofit, non-political, non-governmental Youths led socio and economic development Initiative which is registered under the Ministry of Justice and Constitutional Affairs Government of South Sudan With **Reg No: 27 085** and **TIN No: 100-360-969**. It was established in **2016** with a view to help those unfortunate poor Youth through different development approaches in South Sudan.

Since inception in 2016, Transcom Computer Technology Centre has grown into a well-recognized provider of ICT Consultancy, Supply of I.T products, Basic Computer Training, Computerized Accounting, Graphics Designing, Statistical Training, Entrepreneurship, Database management and General secretarial Services which help our customers and communities achieve their goals.

Currently Transcom Computer Technology Centre is implementing Its Project of Youth Capacity building through Trainings in the field of ICT and Business Entrepreneurship Skills.

Transcom Computer Technology Centre is looking for Qualified South Sudan to join our team and support our daily office procedures in our field Office (Yei) as **ICT Facilitators/Trainers**

#### **Duties and Responsibilities**

- Trained Students in Different ICT Courses.
- Recognize that facilitation, like any other skill, takes practice. We are all learners in this process. Seek support from others, and offer them support when they serve as group facilitators.
- Review the learning plan associated with the session you are to facilitate.
- Pay particular attention to the learning objectives and organization of the group session. Determine if there are any areas where clarification is required.
- Schedule the session when as many community members can be present as possible. Verify that the training room has a flipchart with sufficient paper and markers. A PC, projector, and screen may also be needed for some sessions.
- Prepare Learning Material to Students
- Be able to work up to late Hours.
- Facilitate the session using the learning plan and other necessary material



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- After the session, follow up with all students to verify they understand and are working toward completing the post-session assignment.
- Prepare weekly Test within the course Unit for all the Students in the Centre

### Job Requirement

- At least 2 years working experience as facilitator in ICT Sector or Institution
- Must be a south Sudanese national
- Must have a Diploma or Certificate in ICT or Similar Field
- Desires to be a part of a collaborative planning team with shared responsibilities
- Values and honors confidentiality
- Respects the time and thoughts of others
- Must be God fearing Person, honest and committed to his roles
- Must have good knowledge of all Computer Basic Packages.
- fluency in English and juba Arabic plus local language is an added advantage
- Good communication and interpersonal skill.
- Computerized accounting is an added advantage

### How to Apply:

- Interested applicants should drop his/ her Application, update CV and copies of certificate to our Office in Yei Dar El salaam Market (Former FSL Finance Sudan Limited Office), or through email, [info.transcomtraining@gmail.com](mailto:info.transcomtraining@gmail.com) before **26<sup>th</sup>/Feb 2020**.
- Due to urgency for this position, applications will be reviewed and interviews may be conducted before the closing day. Female candidates are strongly Encourage to Apply.
- Applications received after the deadline (**26<sup>th</sup>/Feb/2020**) will not be considered.
- Remember to Indicate the Post you are applying for on the Subject Line of your Email or Envelop.
- All application should be address to the **Managing Director**, Transcom Computer Technology Centre.

**NB**

You can also Contact **Batali Oliver** on Tel: **0920 707 060** or **0916 896 469**  
In Yei for direction regarding application Delivery opposite Kanjoro Primary School