TERMS OF REFERENCE

Position:	Computer Skills Trainer
Duty station:	Bentiu
Application start:	**26 July 2024**
Application end:	**14 August 2024**
Contract start:	As soon as possible.
Length of the contract:	3 months with possibility of extension

OVERVIEW OF CTG GLOBAL

CTG support and manage humanitarian projects in fragile and conflict-affected countries around the world. With past performance in 15 countries – from the Middle East, Africa, Europe, Asia and Central and South America – we offer a holistic fabric of project management, implementation, and support. Skilled in emergency response to crises such as the Ebola outbreak in West Africa, we can act quickly (crisis response teams can be on the ground in 24 hours) and to establish structured operations in high-risk environments. CTG recruit and manage qualified, skilled teams with extensive experience operating in challenging conditions.

OVERVIEW OF THE POSITION

CTG is expanding in South Sudan and is looking for Computer Skills Trainer for its client. Under the overall supervision of the direct supervision of the Programmes Coordinator and in close coordination with the CCCM Officer and the Head of Office, the Computer Skills Trainer will be responsible to contribute to the implementation of the project activities in area of responsibility in addition to maintain the relationship between IOM and different stakeholders on the ground in order to achieve all the intended objectives under this project.

GENERAL FUNCTIONS

- Develop lesson plans and training materials that are appropriate for beginners in computer usage.
- Conduct training sessions in a classroom or one-on-one setting, instructing participants on how to use basic computer programs such as word processing, email, and internet browsing.
- Provide hands-on support and guidance to participants as they practice using computers and completing tasks.
- Assess participants' skills and progress to identify areas in which they need additional support or instruction.
- Monitoring and evaluating participants' progress, providing feedback, offer encouragement and support as needed to help them achieve their learning goals.
- Adapt training methods as needed to accommodate participants with varying levels of computer literacy.
- Keep accurate records of participants' attendance and progress in the training program.
- Collaborate with other trainers and staff members to ensure a cohesive and effective training program.
- Stay up to date on best practices for teaching basic computer skills and incorporate new techniques into training sessions as appropriate.
- Encourage participants to continue practicing their computer skills outside of training sessions and provide resources for further learning.
- Maintaining accurate records of training activities, participant feedback, and outcomes to report on the effectiveness of the training program.
- Adhering to all relevant policies, procedures, and ethical guidelines in delivering computer skill training to ensure a safe and inclusive learning environment.
- Conduct any other activities as requested by the Team Leader.

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Project reporting:

• This Position reports to the IOM CCCM Officer.

Desirable Qualifications.

- Bachelor's degree/Diploma in education, Computer Science, or a related field preferred.

Experience

- Prior experience in teaching basic computer skills to adults or beginners.

- Strong communication and interpersonal skills.

- Patient and encouraging demeanor.

- Organized and detail - oriented approach to lesson planning and instruction.

- Proficiency in basic computer programs and applications.

- Experience working in complex humanitarian operations, specifically meeting timelines.
- Experience managing and mentoring teams and in promoting achievement of project objectives.
- Excellent interpersonal, cross-cultural, and diplomatic skills and the ability to lead and work collaboratively with a diverse team.
- Familiarity with the complexities of accountability, organizational growth and change, and the ethical dimensions of UN work.
- Excellent interpersonal skills and ability to work in a multi-cultural/multi-national setting.
- Good writing skills and proficiency in the English language and Arabic is a plus.
- Computer literate.
- Good communication skills, efficiency, and flexibility.
- Ability to work under pressure.
- Attention to detail and quality and capacity to meet deadlines.

Desirable Competencies

Behavioural

- Takes responsibility and manages constructive criticism.
- Works effectively with all clients and stakeholders.
- Promotes continuous learning, communicates clearly.
- Takes initiative and drives high levels of performance management.
- Plans work and sets goals within area of responsibility.
- Displays mastery of subject matter.
- Contributes to a collegial team environment.
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation.
- Works with internal and external stakeholders to meet resource needs of IOM.
- Ability to work independently with minimum supervision.
- High sense of confidentiality.
- Personal commitment, efficiency, flexibility, and drive for results.
- Capacity to work effectively and harmoniously with colleagues from various cultures and professional background.
- Ability to work under extreme pressure in difficult conditions while maintaining security awareness.

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Technical

- Displays awareness of relevant technological solutions.
- Executes tasks in a timely and accurate manner.
- Coordinates and corresponds in a clear and concise manner.
- Follows up tasks to ensure timely completion.
- Seeks to improve efficiency in tracking and monitoring.

Languages:

Thorough knowledge of English language is required. Knowledge of Arabic and local languages is essential.

Qualified female candidates are encouraged to apply for this role.

In order to apply for this role please deliver your CV, and Cover letter, most preferably by email to the address:
southsudan@ctg.org
Please make sure **the subject of your email states "Computer Skills Trainer and Specify the Location you are applying for (Computer Skills Trainer - Bentiu)"**, or your application might be overlooked.
In Juba – Please deliver to CTG Country Office, next to South Sudan Football Association Rock City, Suk mamur road.

IMPORTANT REQUEST

- Kindly avoid naming your CV as *CV, Updated CV*, or by Job title or organization name.
- For hard copy deliveries kindly include position applied for on the envelope.

[Stamp: STATE MINISTRY OF LABOR, PUBLIC SERVICES & HUMAN RESOURCES DEVELOPMENT — 2 6 JUL 2024 — Unity State - Bentiu — Office of Snr. Inspector for IDPs Bentiu]

Approved by Snr- Inspector of Labor and Industrial Relations Bentiu IDP Unity State - Government

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