TRANSCOM COMPUTER TECHNOLOGY CENTRE
Centre for Professional Studies
Registered under Ministry of Justice and Constitutional Affairs RSS, Registration Number 27-085
E-Mail: info.transcomtraining@gmail.com / lodongoalex@gmail.com

Date: 30th/Dec/2021

JOB ADVERTISEMENT

Job Title: **Urgent Computer Trainer/Tutor** - Yei (Full Time Job)

Deadline for Application: 05th/1/2022

Company Background

Transcom Computer Technology Centre is a Youth Leaded Socio-Economic Developmental Initiative which is registered under the Ministry of Justice and Constitutional Affairs Government of South Sudan. It was established in **2016** with a view to help youth through different training programs.

Transcom Computer Technology Centre is looking for Qualified South Sudan to join our team and support our daily operation as Computer Trainer/Tutor

Duties and Responsibilities

- Trained Students in Different ICT Courses.
- Pay particular attention to the learning objectives and organization of the group session.
- Prepare Learning Material to Students
- Facilitate the session using the learning plan and other necessary material
- 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 or Trainer 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 collaborative planning team with shared responsibilities
- Be able to work up to late Hours.
- Values and honors confidentiality
- Respects the time and thoughts of others
- MUST have good knowledge of all Basic Computer Packages, Graphics designing and Accounting Package.
- fluency in English and juba Arabic plus local language is an added advantage
- Must be respectful and follow time.

How to Apply:

1. Interested qualified South Sudanese applicants should drop their Cover letter, update CV and copies of certificate to our Office in Yei Opposite Gemtel, or through email, info.transcomtraining@gmail.com Please indicate the title of the job you are apply for in the subject line of your email.
2. Due to urgency for this position, applications will be reviewed on daily bases and interviews may be conducted before the closing day
3. Qualified female Applicants are encourage to Apply.

YEI OFFICE Located along Maridi Road after the Second Round About, Opp Gemtel Office

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JOB ADVERTISEMENT

Job Title: **Urgent Administrative Officer** - Yei (Full Time Job)

Deadline for Application: 05th/1/2022

Background

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Transcom Computer Technology Centre is looking for Qualified Female South Sudan National to Join our team and support our daily office procedures as **Administrative Officer.** Basing in Yei

Duties and Responsibilities

- Managing office supplies stock and placing orders
- Preparing regular financial and administrative reports on expenses and office budgets
- Maintain and update student databases
- Organize a filing system for important and confidential company documents
- Help clients in typing, Printing, scanning and photocopying their documents
- Ensure that all office equipment's are properly maintained and clean
- Follow up students records.

Requirements

- "O" Level Certificate, or Diploma in Administration
- Solid knowledge of office procedures
- Excellent knowledge of Computer, specifically Basic compute is a **MUST**
- Good knowledge of graphics
- Strong organization skills with a problem-solving attitude
- Proven knowledge in secretarial work, i.e. typing and printing, scanning, sealing and photocopying.

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