



## **Information Technology Trainer**

**Region:** Freetown

**Employment type:** Contractual  
Full time

**Required Qualification:** Bachelor's Degree in Information Technology  
Computer Science  
or related field.

**Years of experience:** 5 - 10 years

**Required general skills:** Excellent and effective communication and interpersonal skills  
Computer Knowledge

### **Information Technology Trainer**

**Start Date:** September 2019

**Work Area:** Freetown Sierra Leone

**Employer:** Grow Salone

**Reporting to:** Senior Trainer

**Employment:** Part-time

**Application Deadline:** 21st August, 2019

**Location:** Freetown, Sierra Leone. Open to all nationalities.

Application Instructions: Submit CV and Cover Letter to [info@afriqia-solutions.com](mailto:info@afriqia-solutions.com) - (<mailto:info@afriqia-solutions.com>) with "Information Technology Trainer" in

Subject Line.

### **Key Purpose**

To prepare and conduct training courses on IT skills and proper computer usage and to identify educational needs, contribute to the design of educational material, and ensure all beneficiaries of Grow Salone develop the IT skills needed as per curriculum outline.

**Note:** The trainer will be expected to deliver three weeks of training, on average, every three months.

### **Duties**

- Prepare the learning environment and resources, including setting up IT equipment where appropriate.
- Deliver training programs.
- Provide support and coach learners using learning technologies to deliver skills.
- Evaluate the effectiveness of training programs and learning outcomes.
- Develop peer networks to keep abreast of current thinking
- Maintain appropriate records of learner development and resource allocation.
- Complete other assignments as requested within the parameters of the position.
- Responsible for the computers utilized throughout the training, especially responsible for how they are being used during sessions.
- In a technical capacity, the trainer may need to support trainees with technical issues that may arise

during their training.

### **Education and Experience**

- Bachelor's Degree in Information Technology, Computer Science, or related field.
- Minimum of five (5) years of professional experience as an IT Trainer, Technical trainer, or similar role.
- Additional certification in training (e.g. Certified Technical Trainer) is a plus.
- Experience in designing technical course material.
- Experience in designing and delivering IT skills training courses.

### **Qualities and Skills**

- Familiar with web-based learning platforms and modern educational techniques.
- Good understanding of computer security principles.
- Proficient in Microsoft Office (Word, Excel).
- Excellent knowledge of Windows 10 and Google Suite.
- Excellent communication skills with the ability to explain technical terms plainly.

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