

Date: 7th Jan 2022

EMPLOYMENT OPPORTUNITIES

Windle International Uganda (WIU) is a registered International NGO whose primary mission is to equip refugees and others affected by conflict in Africa to meet the challenges of development through providing access to education, training and employment opportunities by advocacy and direct programme activity. WIU has been a leading provider of access to university education, post-primary education, and vocational training for conflict-affected Africans since 1996.

In partnership with UNHCR, WIU Kyangwali field office seeks to recruit suitable person to fill the position of **Computer Trainer** to work at **Community Technology Access (CTA)** in **Kyangwali Refugee Settlement, Kikuube District**.

1. Job title: Computer Trainer

Reports to: CTA Administrator

Key Duties and Responsibilities

- ❖ Prepare the room for use before each class session and attend to the proper shut down of computers after classes.
- ❖ Ensure that computer equipment in the training room are properly and optimally used and well maintained.
- ❖ Report any devices that are faulty to the administrator.
- ❖ Design and develop computer-training material useful to end-users.
- ❖ Prepare slides and train persons of concern ICT skills.
- ❖ Prepare and mark ICT assessments for the trainees.
- ❖ Support in carrying out mobilizations during registration of learners.
- ❖ Take roll calls and track learners that are often absent and report to the administrator.
- ❖ Perform any other duties as assigned by your supervisor.

Qualifications

- ❖ Must hold a Bachelor's degree in IT or its equivalent with at least 2 years experience.
- ❖ Basic knowledge of Kiswahili shall be an added advantage.
- ❖ A certified Computer trainer is an added advantage.

- ❖ Process excellent skills in desktop applications such as MS Office and Internet.
- ❖ The incumbent should be proficient with the use of adobe creative suite with skills in Photoshop, premiere pro & illustrator.

How to apply:

All interested applicants should submit their applications letters including up-to-date curriculum Vitae with contact details of three professional referees, photocopies of all their academic and professional documents, photocopy of national ID or refugee attestation card/ Identification addressed to:

The Human Resource Administrator

Windle International Uganda

Kyangwali Field Office

All Applications should either be hand delivered to Windle International Uganda Kyangwali Field Office in Kikuube District during working hours (8:00 am- 5:00 pm; Monday to Friday) or sent through mail to goretty.pinyoloya@windle.org indicating the position applied for on the subject.

Closing Date: All applications should be received not later than Friday, 28th January 2022.

Note:

- ❖ *Applicants must have no history of violation of children's rights or of Child abuse*
- ❖ *Windle International Uganda is an equal opportunity and a corruption intolerant employer. Women and persons with disability who meet the job requirements are encouraged to apply.*
- ❖ *No fee is charged at any stage of the recruitment process. All applications will be assessed strictly on individual merit*
- ❖ *No canvassing or lobbying will be tolerated. Individuals found to have done so will be disqualified and blacklisted.*
- ❖ *Whereas we actively welcome all applications; however, only shortlisted candidates shall be contacted for interviews.*