



VACANCY ANNOUNCEMENT

Organization:	SEND-SIERRA LEONE
Program:	Education
Project:	Strengthening the institutional capacity of MBSSE
Job Title:	Computer/IT Tutors (2)
Job Location:	Kenema District
Reporting to:	Program Officer
Associates:	SEND staff, teachers
Duration:	8 Months, with a possible renewal of contract on an annual basis
Closing date:	18th November 2020

ABOUT SEND

We are a non-governmental organization dedicated to creating a Sierra Leone where there is respect for human rights, accountable governance, food and nutrition security, and equal opportunities for men and women to thrive. We liaise with communities, traditional authorities, government institutions, and foreign partners to combine resources to develop innovative solutions to alleviate poverty and enhance quality self-reliance.

With our strategic approach, SEND Sierra Leone has adopted the global Sustainable Development Goals (SDGs) to guide national development planning and implementation. The pursuit of economic equality and social equity are mainstreamed in the SDGs. Our commitment to the government is to improve social services delivery, strengthen gender and social inclusion, and prioritize the education sector.

SEND Sierra Leone is an independent structure, a local NGO registered in Sierra Leone. Our portfolio includes community development, WaSH, health, nutrition/agriculture, and women's empowerment. Intervention areas are in Kailahun, Kenema, Kono, Western Areas Urban, and Rural districts and, more recently, the district of Bonthe.

Our vision is to see a Sierra Leone where people's rights and well-being are guaranteed. Our mission is to promote good governance, voice, accountably essential services, and equality for women and men in Sierra Leone.

SEND - LIBERIA

P.O.Box 1439
Roberts Field Highway,
Schefflin Community Lower Margibi County,

Tel: +231886230978
email: sendliberia@yahoo.com
website: www.sendwestafrica.org

SEND - GHANA

A28 Regimanuel Estates Nungua Barrier,
Sakumono Accra. Ghana.

email: Info@sendwestafrica.org
Tel: +233 302 716860 / 716830
website: www.sendwestafrica.org

Background of the Project

In partnership with BMZ in Germany, SEND-SL proposed implementing a project titled **Strengthening the Ministry of Basic and Senior Secondary Education (MBSSE) institutional capacity to improve and increase access to quality education in the Kenema District**. This project's specific objective is to significantly improve and increase access to basic and senior secondary school education in Kenema District through capacity enhancements of the MBSSE and increasing the capacity of teachers to provide quality teaching services for all children.

With this action, SEND will build the institutional capacity of key departments in the MBSSE to effectively play its designated management and deployment role, policies, standards, guides, and develop related frameworks supporting quality education service delivery in Kenema District. Such capacity enhancement will enable the institution to manage teachers' records, transfers, deployment, assessment, promotions, and monitor teachers' and school principals' performance for improved governance and delivery of education service provision.

One key output of this project is ensuring that trained and qualified teachers provide **high-quality education to their students**. With this, SEND will establish computer training for One Thousand Six Hundred and Eighty (1,680) teachers in Kenema District to ensure the delivery of quality teaching service, SEND plans to set up a computer training centre for the training of teachers to improve the quality of their teaching. Within the framework of this action, the computer training center (CTC) will be set up in a building provided by MBSSE. The MBSSE is the owner of this building, located on the same plot of land as the MBSSE and will continue to be the owner of the MBSSE. The MBSSE will continue to run the CTC after the end of the project and employ the three IT tutors who will continue to provide IT training. One room will be equipped with computers and internet facilities for research and learning. A second room will be set up and used as a classroom for didactic-methodical training.

PURPOSE OF THE JOB

The tutors will assume the responsibility of training teachers in the Kenema District to ensure quality teaching service delivery quality.

Roles And Responsibilities Of Training Tutors

- Plan lessons and activities that facilitate teachers' acquisition of basic and advanced computer skills.
- Facilitate, and teach the computer instruction component.
- Design, Prepare and execute lesson plans.

- Training classroom teachers to learn computer skills, supporting them in the integration of technology into teaching.
- Tracking and communicating teacher's advancement throughout the course.
- Should be able to engage the teachers on one on one basis.
- Administer and manage the centre.
- Develop a training manual/guide
- Support the project manager to develop and update the database of the targeted teachers.
- Collaborate and coordinate with the MBSSE for technical support.
- Monitor and evaluate the performance of the teachers.
- Award certificates to successful teachers.
- Share weekly update and plan with the project manager.
- Ensuring that the computer laboratory remains free from food and drink at all times.
- Also, share monthly report with the project manager.
- Ensure that the training is tailored for teachers and heads of schools.
- Attend to any other task assign when necessary.

Expertise Required

- Teaching certification for the level at which you will be instructing.
- Prior experience as a Computer tutor with five(5) years of working/teaching experience
- Excellent presentation abilities.
- Strong written and administrative skills.
- Possess n excellent reporting and communication skills.
- Spreadsheet Skills.
- Database Management Skills.
- Electronic Presentation Skills.
- Email Management Skills.
- Networking Skills.
- Be a team player.

QUALIFICATIONS

Education (Knowledge):

- A diploma in ICT or similar Cause areas, including practical experience working in those fields.

Experience:

- Minimum 2 to 5 years of work experience as a Computer training tutor.

WOMEN ARE STRONGLY ENCOURAGED TO APPLY

Mode of Application:

Applications should include a cover letter, updated CV, three referees' names and active telephone and email contacts, copies of professional certificates, and testimonials. All applications should be sent to the Admin/HR Manager, 8 Morigbeh Street, Reservation, Kenema, or to one of our Field Offices in Kailahun, Kono, Bonthe, and Freetown. You can also send your application by email to these addresses: jattu@sendsierraleone.com or ayamga@sendsierraleone.com. Please ensure that all attached files are less than 2 megabytes (2MB) for anyone message sent, and kindly quote only the Job Position in the subject line.