



SEND
SIERRA LEONE

Working to promote good governance and
equality of men and women in Sierra Leone



HIRING OF FOUR ICT TUTORS UNDER THE PROMOTING EQUALITY AND WOMEN'S LEADERSHIP IN THE EDUCATIONAL SECTOR IN SIERRA LEONE (PEWLESS) PROJECT

ABOUT SEND

SEND Sierra Leone is a non-governmental organisation in Sierra Leone liaising with communities, traditional authorities, government institutions and foreign partners to combine resources to develop innovative solutions to alleviate poverty and enhance quality self-reliance.

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

SEND Sierra Leone is an independent structure, a local NGO registered in Sierra Leone. Our portfolio includes community development, WaSH, climate change adaptation, health, nutrition/agriculture and women's empowerment.

Intervention areas are in Bo, Bonthe, Moyamba, Kambia, Kailahun, Kenema, Kono, Moyamba, Port Loko, Pujehun and Western Rural districts.

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.

PROJECT CONTEXT

Access to education has been a challenge. The introduction of Free Quality Education in 2018 has seen an upsurge in pupils and teachers. Since the start of the program, the number of children in preschool, elementary school, high school and secondary school has increased by more than 45%. To achieve this, the government has increased education spending by 22%.

Despite such a bold step, only a few measures primarily deal with improving and upgrading the teaching staff in Sierra Leone. There are only a few regulations and policies regulating the composition of the teaching profession. For example, 1 in 5 Sierra Leone teachers volunteers, especially in remote communities. Often these are school leavers or college graduates who need teacher training. This and the generally low quality of education have led to a high proportion of untrained or unqualified teachers in the teaching workforce, resulting in slow upward mobility and a low number of women in leadership positions in the education sector.

There are prevailing inequalities in the Eastern Region regarding teachers on the Government payroll. According to the Teaching Service Commission (TSC), Kono has 2,093 "paid" teachers. Of the 2,093 paid teachers in Kono, only 405 are female (19.35%), while 1,688 are male. One thousand five hundred teachers (456 female and 1,044 male) are not on the payroll and therefore are not paid.

The proportion of women among teachers is less than 35% in schools. In addition, a higher percentage of female teachers are untrained. These inequalities are particularly prevalent in Kenema and Kailahun Districts. In Kenema, out of 7,663 teachers, only 1,958 (25.55%) are women. And in Kailahun, out of 3,864 teachers, only 706 are women, which is about 18.27%.

In 2018, teachers' and students' computer literacy rate was 2%. It is suspected that it will be at most 5% in 2022. This alarmingly low rate means that not only are teachers failing to incorporate Information Technology (IT) skills into the classes, but they are also unable to improve themselves and the quality of their education. Many teachers need help with traditional teaching methods and access to up-to-date information or learning and teaching skills.

SEND Sierra Leone is seeking the services of a competent tutor in Information, Communication and Technology to assume the responsibility of training teachers in the respective project districts to acquire computer skills and integrate the applications into classroom teaching to ensure quality teaching and service delivery.

ROLES AND RESPONSIBILITIES OF COMPUTER/IT TUTORS

1. Develop a training manual/guide or content for the computer courses
2. Planning lessons and activities that facilitate teachers' acquisition of basic and advanced computer skills.
3. Mobilize teachers to attend the computer lessons
4. Conduct awareness-raising sessions in schools on IT training for teachers
5. Facilitate, and teach the computer instruction component.
6. Design, Prepare and execute lesson plans.
7. Training classroom teachers to learn computer skills, supporting them in integrating technology into teaching.
8. Tracking and communicating teachers' advancement throughout the course.
9. Should be able to engage the teacher's one-on-one basis
10. Administer and manage the center
11. Support the project manager in developing and updating the database of the targeted teachers
12. Collaborate and coordinate with the MBSSE and TSC for technical support
13. Monitor and evaluate the performance of the teachers
14. Share weekly update and plan with the Project Manager
15. Ensuring that the computer laboratory remains free from food and drink at all times
16. Also, share monthly reports with the Project Manager
17. Ensure that the training is tailored for teachers and heads of schools
18. Organize radio programs on IT training for teachers
19. Ensure that certificates are issued to the teachers upon successful completion of the training content
20. Organize CTC management meetings
21. Attend to any other task assigned when necessary.

REQUIRED SKILLS

- 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 excellent reporting and communication skills
- Spreadsheet Skills.
- Database Management Skills
- Electronic Presentation Skills
- Email Management Skills
- Networking Skills.
- Also a team player.
- You should be able to work under pressure.
- Passionate about fostering computer literacy and academic excellence.
- Maintain confidentiality
- Communication skill

QUALIFICATIONS

HND/ diploma or degree in ICT or similar course areas, including practical experience working in those fields.

EXPERIENCE

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

MODE OF APPLICATION

Interested applicants can apply with a cover letter, updated CV, three referees with active telephone numbers and email contacts, copies of professional certificates, and testimonials.
All applications should be sent to;

HR Manager SEND Sierra Leone
4 AmieJay Drive
Reservation Road, Kenema

or

To: recruitment@sendsierraleone.com
Kindly quote only the Job Position in the subject line.
Closing date: 25th January 2023
Women are especially encouraged to apply
Only shortlisted candidates will be contacted