

IT Tutor at Shining Hope For Communities

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Job Description

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Shining Hope for Communities (SHOFCO) is a non-profit organization based in Nairobi, Kenya and New York, NY that combats urban poverty and gender inequity in the slums of Nairobi. Kennedy Odede, who grew up in the Kibera slum, founded SHOFCO in with a focus on youth and gender empowerment. SHOFCO has four initiative areas: education, health, economic and community empowerment, and water and sanitation. The organization is currently active in the Kibera and Mathare slums of Nairobi.

Position Objectives and Responsibilities

Mobilising and Train students on basic computer application packages such as :- MS Office, MS word, MS PowerPoint, MS Excel, MS Access, Desktop publishing, Internet and email

Provide PC Support

To assess and examine students on the areas of study

Manage application software used for training

Track and keep students' attendance records

Trouble shooting of students' computer systems and related peripherals.

Ensure conducive learning environment for the students

Manage students' intake and evaluation process and submit financial records to the finance manager

Ensure all registered students are issued with membership cards

Ensure all the learning aids are available for the students

File and maintain proper student records

Organise graduation events for computer training graduands

Request and issue certificates to the graduands

Resolution of minor disputes and conflicts amongst the students

Develop work-plans and activity budgets

Liaise with the team lead on the appropriate opportunities for the computer students whether in job or training placements

Requirements

Academic qualification

Diploma / Certificate in IT or any equivalent IT course

Other requirements (unique/job specific)

Experience in ICT training

Functional Skills

Meeting timescales

Examining information

Articulating information

Behavioural Competencies/Attributes:

Convincing people

Directing people

Producing output

Cross References and Citations:

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