

Computer Trainer-Service Provider

Masaken Barzeh, Damascus, Syria

We are looking for a highly qualified individual to fill-in the vacancy of **Computer trainer** to work in Masaken Barzeh community center under service contract.

-Who are we?

DRC has been actively operating in Syria since 2008 mainly supporting refugees. In June 2012, DRC was authorized by the Syrian Ministry of Foreign Affairs (MoFA) to expand its humanitarian efforts and provide assistance to IDPs and the vulnerable resident population countrywide. Since then, DRC activities have been focused on NFI distributions, Shelter, WASH, Protection, Education, Livelihoods and Mine Risk Education in six Governorates (Damascus, Rural Damascus, Dara'a, Aleppo, Hama, and Homs). While Protection/community service activities are provided to beneficiaries throughout our six Community Centers.

-About:

Provide **Computer courses & activities. This is a part time Job**

***location:**

DRC Community center in Masaken Barzeh

*** Responsibilities:**

(TOR)

The task that should be carried out by the Teacher in the Community center (CC) (direct implementation):

Duties and Responsibilities

- Contribute and participate in the preparation of the required course plans.
- The preparation and adoption of the training curriculum and training plan matching the needs of the beneficiaries.
- Provide the needed information to allow the beneficiaries to acquire Skills both practical and theoretical.
- Participate in the provision of training materials.
- Prepare appropriate reports on courses and attendance and evaluation and submit it to the administration.
- Prepare test models and periodic examination questions, present the results of implementing courses, and modify activities accordingly.
- Conduct the necessary tests for beneficiaries.
- Additional duties that not listed above are requested and required by DRC.

Qualifications

- Bachelor degree, diploma or specialist courses in the required domain.
- Practical experience in training individuals on microsoft office programs, not less than three years.
- Able to work under pressure.
- Able to train.
- Demonstrate creativeness and progression.
- Desire to voluntary work, teamwork and skilled in effective communication.
- Experience in the area of effective communication with the refugees and IDPs, especially the elderly and young people.
- Able to manage interactive lectures and training.

***SCOPE:**

This scope is to guide the service provider in his/her planning process

Title	Description
<p>Basic computer skills courses</p>	<p>Beneficiaries who attended this courses usually have little to none knowledge in using the computer, therefore, the course focuses on the importance of proper usage such as turning the device on & off, navigating windows programs, Microsoft office programs basic usage, through interactive methods that integrate beneficiaries & increases their involvements in the processes Beneficiaries (children & adults)</p>
<p>Intensive computer skills courses</p>	<p>Beneficiaries who attend this courses have a basic to Moderate knowledge of computer usage, therefore, the course focuses on strengthen the individual's ability to use computer in his/her everyday life by improving Microsoft office programs skills, through interactive methods that integrate beneficiaries & increases their involvements in the processes Beneficiaries (children & adults)</p>

-About you:

In this position, you are expected to demonstrate DRC' five core competencies:

Striving for excellence: You focus on reaching results while ensuring an efficient process.

Collaborating: You involve relevant parties and encourage feedback.

Taking the lead: You take ownership and initiative while aiming for innovation.

Communicating: You listen and speak effectively and honestly.

Demonstrating integrity: You act in line with our vision and values.

-We offer:

DRC will offer the successful applicant **300** hours' contract. conditions will be in accordance with Danish Refugee Council's Terms of Service contract scale

-Interested?

*Then apply for this position by sending :

1-CV

2- filling & Signing the attached form (fees form) Can be found under details(Mandatory)

3- Recommendation letter or certificate from previous private training center or INGO if available.

to sp.procurement@drcsyria.dk no later than 20 -2-2019

- make sure to indicate the vacancy title in the email subject line. (Mandatory)

-Contract Length:

The contract covering **300 working** hours