Position Name (Title)	:	Software developing trainer	Position Level:	Grade 8
Reporting to (Title)	:	Digital Skills Unit Head	No. of Direct Reporters:	
Version:			Sector /Department/Section :	Digital Skills Unit

Position Reporting Lines

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┌─────────────────────────┐
│   Tawar Wa Ghayar       │
│   Project Manager       │
└─────────────────────────┘
            │
┌─────────────────────────┐
│  Digital Skills Unit Head │
└─────────────────────────┘
            │
┌─────────────────────────┐
│  Digital Skills Officer   │
└─────────────────────────┘
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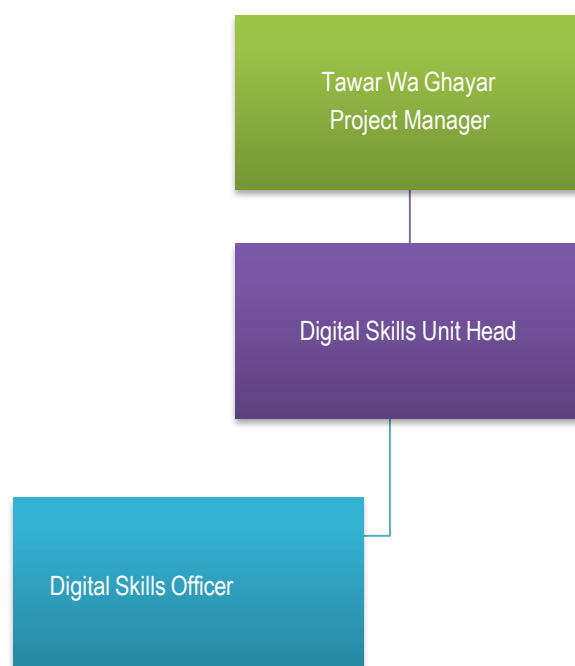
Main Job Purpose

- Ensure the designed trainings expected results are reached and contribute in the achievement of all trainings objectives.

Objectives

- Ensure proper execution of all Software developing related trainings.
- Extract new tools and techniques and good models from different experiences in trainings.
- Facilitate and deliver needed trainings.

Accountabilities

Provide training on:
1. Generative AI Tools.
2. MS 365- Azure.
3. MS Power Platform

4. Windows 11 and security. .
5. Accounting Excel
6. Microsoft Office (Word, Excel, PowerPoint, etc.).

Position Relationship with Other Parties

Internal Relationship	External Relationship
• Other Project Teams	• Project trainers • Ministry of Youth • Youth Centres • Other partners

Working Environment

The position follows the normal working environment of the organization.

Indoor: 40%

Outdoor: 60%

Working Hazard: Low

Working Days: 5 days

Days Off: 2 days

Working Hours: 8 hours

Position Dimensions

POSITION DIMENSION	
Level of Authority	Execute Assigned Duties
Budget Control	No Budget Control
Budget Amount	No Budget Control
Hiring Authority & Promotion	Does not Coach New Employees
	Does Not Supervise Employees
	Does not Participate in the Promotion Cycle

	Does not Approve Hiring New Employees
Consequence of Error	Impact Own Tasks

Job Requirements

Education:	• University graduate is a must
Experience:	• "2-4" years' experience in training fields. • Preferred with previous experience in working with Youth • Understands the need of and sensitivity to culturally diverse populations • Experience with Office 365 administration is preferred. • Networking infrastructure knowledge is required. • MOS 2016 certified is preferred.
Languages:	• Fluency in English and Arabic required. • French language is preferred.

Signatures

Employee		
Manager		
Human Resources		