بسم الله الرحمن الرحيم

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NATIONAL CENTRE FOR INFORMATION TECHNOLOGY

Ref no: (IUL) 164/1/2019/80
Date: 10th September 2019

TOR - ICT TRAINER

INTRODUCTION

The National Centre for Information Technology (NCIT) wishes to hire energetic, self-motivated, organized and enthusiastic trainers to conduct ICT awareness program under Community e-Centres (CeC) Project. It is part of the Empowering Rural Communities- "Reaching the Unreached" initiatives funded by the SAARC Development Fund.

The CeC Project aims to enable and empower the least connected small island communities of Maldives with access and ability to benefit from computing and Internet technology. It aims to narrow the digital divide between the small communities of Maldives and maximize opportunities of modern ICT across the country. The Community e-Centre (CeC) Project will establish CeCs in the least connected 50 island communities, distributed evenly across Maldives.

OBJECTIVES

The objective of the ICT Trainer is to conduct Information Communication Technology Trainings to Trainers at 50 CeC's and awareness program to the citizen of Maldives in order for them to fully participate in a digital, knowledge-based society.

DURATION

02 Years

KEY TASKS AND RESPONSIBILITES
1. Conduct ICT training to CeC operators and Island officials.
2. Conduct ICT Awareness programs to citizens.
3. Performs activities related to day-to-day administration of arranging training programs and other administrative duties as needed.
4. Maintaining and managing appropriate records of training programs.

MANDATORY REQUIREMENT

- Cambridge International General Certificate of Secondary Education (IGCSE) or General Certificate of Education (GCE)Ordinary-Level Exam with minimum "C" Grade in 3 subjects
- ICT Literacy
- Ability to travel and spend long periods of time in the islands.

ADDED ADVANTAGE
- Experience in Teaching to adults
- Teaching related qualification

PERSONAL SKILLS & COMPETENCIES
- Strong commitment and willing to work outside normal working hours when required
- Strong interpersonal skills.
- Ability to asses and communicate issues clearly.
- Strong problem-solving skills.

REMUNERATION
MRF 7,500/-

WORKING HOURS
Full time: 8:00am –2:00pm

CONTENTS OF JOB APPLICATION
The job applications should comprise the following documentation and late submission of any of the documents will not be accepted:
1. Letter requesting for the job,
2. Copy of Identification Card
3. Copies of academic certificates (Accredited)
4. CV
5. Copies of reference produced by previous employers

Interested candidates please apply in writing with CV and copies of relevant certificates to:

National Centre for Information Technology

64, Kalaafaanu Hin'gun,

Male', Republic of Maldives

Phone: + (960) 334 4000/ Fax: (960) 334 4004

OR email to: jobs@ncit.gov.mv

DEADLINE: 18TH SEPTEMBER 2019