بسم الله الرحمن الرحيم

MINDCO

JOB OPPORTUNITY

Reference Number

MND/PO/J/26/047

Date

9 November 2026

Maldives Innovation and Digital Company

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info@mindco.mv

G. Niusha, 5th Floor
Lily Magu, Malé 20130
Republic of Maldives

Post	**Technical Trainer**
No of Positions	04
Employment Type	Contractual | Full-Time
Terms of Employment	This is a one-year assignment from the commencement of work. Contract renewal eligibility requires both the successful completion of probation and a satisfactory annual performance review
Location	MINDCo – Head Office
Remuneration	Based on qualifications and experience

SCOPE OF WORK

The Technical Trainer is responsible for delivering engaging, practical and learner-centered training program that equip individuals with essential digital skills and competencies across a wide range of technology-related fields, including digital literacy, information technology, Artificial Intelligence, data and analytics, digital productivity, cybersecurity, software applications and emerging technologies.

Working collaboratively with Future Institute's program teams, Instructional Designer and technical specialists, the Technical Trainer delivers approved courses, workshops and professional development program using established curricula, training materials and learning resources.

The role is suited to individuals with teaching, training or ICT backgrounds who are passionate about technology and education. Future Institute will provide structured technical training and professional development to prepare successful candidates to deliver assigned program effectively. Prior experience teaching advanced technical subjects is not required.

DUTIES & RESPONSIBILITIES

Training Delivery & Facilitation

- Deliver classroom-based, online and blended training programs using Future Institute's approved curricula and learning materials.
- Facilitate interactive learning sessions that encourage participation, discussion, collaboration and practical application.
- Explain technical concepts clearly to learners with different educational backgrounds and levels of digital experience.
- Conduct practical demonstrations, guided exercises, group activities and hands-on learning sessions.
- Adapt teaching methods and explanations to accommodate different learner needs while maintaining the intended learning outcomes.
- Deliver training in English and Dhivehi according to program requirements.

Learner Support & Engagement

- Create a positive, inclusive and supportive learning environment that encourages learner participation and confidence.
- Provide individual and group guidance to help learners understand technical concepts and complete practical activities.
- Monitor learner progress and identify participants who may require additional assistance.
- Provide constructive feedback to support learner understanding and skills development.
- Assist learners in using digital tools, learning platforms and software applications required for training.
- Encourage independent learning, critical thinking, problem-solving and responsible use of technology.

Training Preparation & Professional Development

- Participate in Future Institute's internal technical training, facilitator development programs and professional learning activities.
- Develop and maintain the technical knowledge and practical skills required to deliver assigned courses.

- Review and familiarize themselves with course materials, demonstrations, exercises and assessments before training sessions.
- Prepare training environments, software applications, digital tools and learning resources required for delivery.
- Demonstrate technical competence and training readiness before independently delivering assigned programs.
- Work with technical specialists and program teams to strengthen subject knowledge and address technical questions.

Assessment & Learning Evaluation

- Conduct knowledge checks, practical exercises and learning assessments in accordance with approved course requirements.
- Monitor learner understanding and provide timely feedback during training sessions.
- Support the administration of course assessments and practical evaluations.
- Maintain accurate records of learner attendance, participation, progress and assessment results.
- Identify common learning difficulties and communicate findings to the program development team.

Program Support & Continuous Improvement

- Provide feedback on training materials, practical activities, course content and learner experiences.
- Collaborate with the Instructional Designer and technical teams to identify improvements to training effectiveness.
- Participate in facilitator meetings, program reviews and internal quality improvement activities.
- Support the preparation and updating of training presentations, demonstrations and learning resources.
- Contribute to Future Institute's digital literacy, workforce development and community training initiatives.
- Maintain professional standards of teaching, communication, learner support and training delivery.

QUALIFICATIONS & EXPERIENCE

The ideal candidate should possess the following qualifications and experience:

- Bachelor's Degree in Education, Information Technology, Computer Science, Mathematics, Science, Business, or another relevant discipline.
- Experience in teaching, classroom instruction, professional training, tutoring, ICT education or facilitating learning activities will be an advantage.
- Demonstrated ability to explain concepts clearly, engage learners and facilitate effective learning experiences.
- Good foundational digital literacy and confidence in using computers, productivity applications and online learning tools.
- Strong interest in technology, Artificial Intelligence, digital skills and continuous professional development.
- Willingness and ability to learn new technical subjects through structured training and independent study.
- Good written and verbal communication skills in English and Dhivehi.
- Candidates with teaching qualifications, classroom teaching experience or relevant ICT backgrounds are particularly encouraged to apply.
- Prior experience teaching Artificial Intelligence, programming or advanced technical subjects is not required.

DESIRED SKILLS

- Strong teaching, presentation and classroom facilitation skills.
- Ability to simplify complex concepts and explain them clearly to learners with different levels of knowledge and experience.
- Good interpersonal and communication skills, with the ability to engage diverse learner groups.
- Ability to adapt teaching approaches to different learning needs, abilities and levels of digital confidence.
- Confidence in using computers, digital productivity tools, online platforms and emerging technologies.
- Interest in learning and teaching Artificial Intelligence, Digital Literacy, Data Literacy and other technology-related subjects.

- Ability to facilitate practical demonstrations, hands-on exercises and collaborative learning activities.
- Patience, empathy and a learner-centered approach to teaching.
- Good organizational, time management and classroom management skills.
- Ability to assess learner understanding and provide constructive feedback.
- Willingness to receive feedback, participate in professional development and continuously improve teaching practices.
- Ability to work collaboratively with instructional designers, technical specialists, program teams and other trainers.
- Flexibility to deliver training to different audiences and at different locations as required.

APPLICATION SUBMISSION

Interested candidates are invited to submit their completed job application form together with an up-to-date CV to **talent@mindco.mv** no later than **16:00 hrs on 17th November 2026**.

ADDITIONAL DOCUMENTS FOR SHORTLISTED CANDIDATES

Please be informed that applicants who are shortlisted will be contacted for an interview and will be required to provide the following documents via email to talent@mindco.mv upon notification:

- A recent passport-size photograph (digital copy)
- A scanned copy of the National ID card
- Scanned copies of educational certificates
- Employment reference letters from previous employers
- Valid police report

OUR COMMITMENT TO DIVERSITY & INCLUSION:

At MINDCo, we champion an inclusive and respectful workplace where everyone has equal opportunities to thrive. We welcome applications from all qualified individuals, and we strongly encourage women to apply.