

VACANCY ANNOUNCEMENT

The Company: - **ICTET is an Association**, established in 2010 with the charities and societies Agency (CSO) and re-established at Ministry of Trade in 2013 to EXPOSE, ENGAGE and ENABLE the private sector within the ICT industry in Ethiopia. The association would like to employ 19 experts who may fulfil the details shown below.

Position: - **Junior Distance Learning Expert /Digital Scout (19)**

The total number of employees required for the position is 19 (Nineteen)

Responsibilities: -

- Provide real-work service as instructed by seniors in the ICT sector to support and promote distance or e-learning at TVET Colleges and Higher Education Institutions.
- Support on timely preparation of content for uploading to repository, meta-data creation, track institutes for real-time delivery of distance learning materials and support experts assigned at institute level.
- Ensure teachers and their learners have access to educational materials that must be delivered completely online and monitor the smooth running of the program.
- Give support to new staff who may be new to online learning so they may run an effective class in their respective occupation.

Why should you apply: -

- Computer gadgets necessary for the work made available (Smartphone, Headset etc.)
- Relevant Training will be given before start
- First-rate reference letter will be given by the end of the contract

Qualification & Experience

- BSc/Msc. in ICT/Computer Science/ Computer Programming
- Good working knowledge of multimedia software, online platforms and social medias

Required skills: -

- Understand fundamentals of online teaching and interactions
- Ability to perform all tasks with attention to detail and manage information systems,
- Be a 'hands-on' proactive team player
- Engaged, and a self-starter
- Excellent written and verbal communication skills in English, and local languages.
- Excellent prioritization and time management skills
- Good organizational skills and demonstrated ability to handle multiple tasks
- Ability to work both independently and as part of a team
- Proficiency with Microsoft Office applications (PowerPoint, Word, Power Point and Excel)
- High emotional intelligence
- You possess professional maturity, sensitivity with different cultures, and impeccable integrity that exemplify the association's values

Condition of Employment: -

- Duration of Employment 3 Months
- Women applicants are encouraged

Location: Addis Ababa at different place of work including EthERNet (Ethiopia Education and Research Network), Polytechnic/TVET Colleges in Addis Ababa, Bahir Dar, Mekele, Adama and Jimma

N.B:

- CV and copies of credentials are sent to: **email address: - info@ictet.org**
- Only short listed candidates will be contacted