JOB TITLE: COMPUTER LITERACY TRAINER

DETAILS OF POSITION

Organisation: Migrant Workers' Action
Job Title: Computer Literacy Trainer
Location: Beirut, Lebanon
Duration of contract: Four months
Rate:: $4000 (Lumpsum)
Reports to: Policy & Comms Manager / Community Programmes Manager
Responsible for: Developing, & providing computer literacy training to Migrant Workers
Contract Start: 1st April 2025

INTRODUCTION

Migrant Workers' Action (MWA) is committed to empowering migrant workers in Lebanon by equipping them with essential skills to navigate daily challenges and expand their opportunities. As part of this mission, MWA is looking for a computer literacy trainer to provide foundational computer skills to migrant workers, many of whom lack access to digital tools and knowledge. The training objective is to equip participants with basic computer skills, enabling them to use computers confidently for personal and professional purposes.

JOB DESCRIPTION

SCOPE OF WORK

1. **Introduction to Computers and Operating Systems:**
   a. Basics of computer hardware and software.
   b. Navigating the Windows operating system.
2. **Using Google Drive and Online Tools:**
   a. Creating and managing Google accounts.
   b. Understanding Google Drive: uploading, downloading, sharing, and organising files.
   c. Introduction to Google Docs, Sheets, and Slides.
3. **Internet Essentials:**
   a. Browsing the web safely and effectively.
   b. Conducting online searches.
4. **Digital Communication Tools (Optional):**
   a. Communication tools
   b. Sending and receiving email
   c. Email tools and settings
   d. Organising emails
   e. Using calendars
   f. Introduction to messaging and video conferencing platforms (e.g. Zoom).
5. **Safety**
   a. Computers, devices and data
   b. Wellbeing and accessibility
   c. Environment

DELIVERABLES

- A detailed training plan and curriculum tailored to the participants' needs.
- Training materials, including handouts, presentations, and exercises.
- A post-training assessment to measure participants' progress.
- A brief report summarising the training outcomes and feedback.

QUALIFICATIONS

- Proven experience as a computer literacy trainer or IT instructor.
- Familiarity with the challenges faced by migrant workers in Lebanon or similar contexts.
- Excellent communication and facilitation skills, with the ability to teach participants of diverse cultural and educational backgrounds.
- Fluency in English, French is an asset.

REPORTING

The trainer will report to the Community Programme Manager and work closely with the MWA Policy and Communications Manager.

APPLICATION PROCESS

Interested candidates should submit the following:

- A brief proposal outlining their approach to the training, including a timeline.
- A CV highlighting relevant experience.
- Cover letter

Deadline for Applications: 28. February 2025
Submit Applications to: hr@mwaction.org

For questions or further information, please contact Dara Foi'Elle (dara@mwaction.org).