

MISSIONS OF HOPE INTERNATIONAL
JOB DESCRIPTION

Position: CISCO Trainer

Reports to: IT Manager

Supervises: None

Department: IT

Overall Job Purpose

The Cisco Trainer will be responsible for delivering Cisco-based training, including basic computer skills and IT Essentials, to learners from Grade 6 onwards. Additionally, they will oversee the management and maintenance of computer labs at their respective centers to ensure a conducive learning environment.

Duties and responsibilities:

1. Training & Instruction:

- Deliver structured training on basic computer skills and IT Essentials under Cisco Academy guidelines.
- Engage learners using hands-on activities, practical assignments, and real-world applications.
- Monitor and assess students' progress, providing feedback and support where necessary.

2. Computer Lab Management:

- Maintain and manage computer labs, ensuring all systems are functional and up to date.
- Troubleshoot and resolve basic hardware and software issues.
- Ensure adherence to IT security policies and responsible use of equipment by learners.

3. Curriculum Development & Compliance:

- Align training delivery with Cisco Academy standards and MOHI's educational goals.
- Collaborate with the IT Manager to improve and update training content as needed.

4. Reporting & Coordination:

- Report administrative matters to the respective center's Headteacher.
- Report academic and technical matters related to Cisco courses to the IT Manager.
- Prepare reports on student performance, lab status, and training effectiveness.

5. Professional Development:

- Stay updated with Cisco Academy advancements and new IT teaching methodologies.

Academic Qualifications and Experience

- A diploma or degree in Information Technology, Computer Science, or a related field.
- Certification in Cisco-related courses, such as CCNA (Cisco Certified Network Associate) or IT Essentials, is highly desirable.
- Experience in managing and maintaining computer labs, including troubleshooting hardware and software issues.
- Familiarity with Cisco Academy training methodologies and standards.

Competencies/Abilities/Skills Required

- Strong understanding of computer hardware, networking, and troubleshooting.
- Proficiency in Cisco systems and networking protocols.
- Ability to engage learners using practical assignments and hands-on activities.
- Organizational skills for maintaining training materials and lab equipment.
- Must be a person of unquestionable integrity.
- Must be a born again Christian and active member of a church (Letter of recommendation from your pastor is a must).