
TITLE: INSTRUCTOR
JOB NUMBER: 20220201-I
REPORTS TO: OPERATIONS DIRECTOR
SUPERVISES: N/A

I. INTRODUCTION

The Visiola Foundation is a dynamic non-profit organization that invests in African girls and young women from underserved communities through education, training, and mentoring in the science, technology, engineering, and math (STEM) fields. The Foundation wishes to recruit an instructor to deliver technical training and thereby help to expand its impact.

The instructor will report directly to the Operations Director.

II. CORE COMPETENCIES

The instructor must possess all of the following competencies:

- A self-starter with good problem-solving skills, who is resourceful and takes initiative when needed.
- Able to work independently and to be organized in their work to ensure that tasks are completed in a timely manner.
- Have excellent communication skills and be professional when dealing with clients and partners.
- Confident but humble with a good sense of humor.
- Advanced organizational skills and ability to handle multiple tasks.
- Proficient with the Microsoft Office suite (Word, Excel, and PowerPoint).

III. FUNCTIONS AND RESPONSIBILITIES

Essential Functions:

- Develop training curricula and deliver training to students across the Foundation's programs.
- Engage as a member of the technical team to help solve problems in collaboration with other instructors and under the direct guidance of a supervisor and/or peers.
- Conducts research and analysis and assists with preparing various reports on current projects.
- Learns new applications, tools and technical skills needed to complete assigned work.
- Supports the implementation of innovative technical solutions to internal problems.

- Takes initiative to advance problem-solving skills and boost the Foundation’s technology capabilities.
- Performs additional job duties as required.

IV. EDUCATION AND REQUIRED EXPERIENCE

- A minimum 2:1 Bachelor’s degree from a recognized university in Computer Science, Management Information Systems (MIS), or any other relevant technical field.
- A minimum of two years of professional experience.
- A teachable, “can do” attitude, with a willingness to learn.
- An excellent command of English grammar (written and verbal) is a must.
- Experience in a variety of technical disciplines, such as web design, data science, management or administration, software development, and programming in Python.
- Knowledge and experience in artificial intelligence would be an advantage.
- Familiarity with new and emerging technologies.
- A passion for learning about and applying innovative technologies, and the desire to contribute to training others.

Additionally, we seek an individual with the following personal skills:

- Aptitude for technology-oriented solutions
- Analytic problem-solving skills
- Excellent organizational and task management skills
- Strong communication and business acumen
- Strong work ethic and personal initiative
- Ability to work across teams
- Client service orientation

V. REMUNERATION PACKAGE

We offer an attractive remuneration package that is competitive within the local nonprofit sector, and that is commensurate with the candidate’s experience. The package includes medical insurance, transportation, and other allowances, as well as a performance-based incentive bonus.

VI. APPLICATION PROCESS

If your qualifications and skills match our desired profile, kindly send your Cover Letter and CV to careers@visiolafoundation.org with subject, “Application to Instructor Position.” Applications will be accepted until a suitable candidate is identified. **No phone calls please. Only shortlisted candidates will be contacted.**

COVID-19 vaccination certificate is required.