



Job Vacancy: Computer Literacy Manager THESE-JA002-2025

Job Title:	Computer Literacy Manager
School's profile:	The Estella School of Excellence (THESE) is a non-profit organization newly established and accredited by the Ministry of Education. THESE is dedicated to providing quality education in Liberia.
Duration:	6 months with possibility of extension depending on performance and budget availability
Location:	Selekie Avenue, Jamma Town, VOA, Brewerville City, Liberia.
Objective of the Position:	The Computer Literacy Manager is responsible for designing, implementing, and overseeing digital literacy programs that equip individuals with essential computer skills. The role ensures that students, professionals, and the community gain proficiency in computing fundamentals, internet usage, productivity software, cyber security, and emerging digital technologies. .
Responsible to:	School Administrator
Responsible for:	Administrative Staff and students
Duties and Responsibilities:	<ul style="list-style-type: none"> Develop and implement structured computer literacy training programs tailored to various skill levels. Conduct digital skills assessments to evaluate learner proficiency and customize training accordingly. Design curriculum frameworks, instructional materials, and e-learning modules. Introduce and manage e-learning platforms and digital tools for self-paced learning. Monitor, evaluate, and report on program effectiveness and learner progress Collaborate with stakeholders (schools, organizations, and government agencies) to expand digital literacy initiatives. Stay updated on emerging technology trends and incorporate relevant topics into training curricula. Oversee budgeting, resource allocation, and program sustainability efforts. Ensure compliance with data security and ethical internet usage practices. Train and supervise IT trainers or facilitators working within the program.
Education:	<ul style="list-style-type: none"> Bachelor's degree in Information Technology, Computer Science, Education, or a related field Certification in computer literacy training, instructional design, or e-learning development is an advantage.
Professional Experience:	<ul style="list-style-type: none"> Minimum [2] years of experience in IT training, education technology, or adult learning programs. Strong knowledge of software applications (Microsoft Office, Google Suite, coding basics, cyber security principles, etc.) Proven experience in curriculum development and digital education methodologies.
Language Skills:	<ul style="list-style-type: none"> Excellent communication, presentation, and instructional skills.
Personal Skills:	<ul style="list-style-type: none"> Strategic planning and program execution. Strong problem-solving and adaptability in teaching methods. Ability to work independently and within an educational team. Expertise in student engagement and instructional innovation.
Performance metrics	<ul style="list-style-type: none"> Number of individuals trained and certification rates. Learner engagement and satisfaction levels. Success in scaling digital literacy initiatives.
Application Process:	THESE is an equal opportunity employer; therefore, all qualified candidates are encouraged to apply for this position most especially candidates residing in the Brewerville Community. Please send softcopies of a motivation letter, CV, copies of academic papers and details of 3 professional referees/former line manager to the below email with the subject "Computer Literacy Manager THESE-JA002-2025". eschool.xlnt@gmail.com
Application Closing Date:	May 25, 2025
Starting Date:	September 2025