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Empowering Youth

**PEPY Empowering Youth
Job Announcement**

Position title:	Learning Center ICT Teacher
Location/Based at:	Siem Reap Province, Cambodia
Responsible to:	Learning Center Manager

Thank you for your interest in applying to PEPY Empowering Youth! Our vision is to see young Cambodians with the capacity to pursue careers to improve the quality of their lives.

The mission of PEPY Empowering Youth is to work with young Cambodians and connect them to the skills, opportunities, and inspirations needed to reach their potential. We believe that education is the key to sustainable change and recognize the importance of the holistic impact of development programs. Our programs work in concert with one another, both in and out of the classroom, to create an atmosphere where education becomes valued and valuable.

ICT Teacher Overview

Learning Center teachers work together to provide a holistic program that takes youth with limited technology, soft skills, and English language skills to confident job seekers and potential job creators all within one year! The primary role of the Learning Center ICT teacher is to insure that youth who have little to no experience in technology leave with a well-rounded level of professional IT competency while they access more learning applications and tools as their English skills increase throughout the year. In addition, helping them utilize applications so that a computer can be a tool for them in academic and professional settings.

Roles and Responsibilities (ICT Teacher):

- Assist the PEPY Learning Center team to recruit non-scholarship students until the Learning Center reaches capacity.
- Provide dynamic weekly ICT classes include Microsoft Office, Photos & Video editing, and coding to Learning Center participants that connect to our Youth Empowerment and English courses
- Manage the Computer Lab in the PEPY Learning Center by recording sign in and out sheet, maintenance
- Assist our Incubator Team in ICT curriculum strengthening and development
- Regularly hold feedback and discussions with students to change and adapt the class content
- Maintain and update classroom materials and tools by checking them regularly and bringing on new learning materials as needed. This is inclusive of the computers, server, and other tech items
- Enforce the Learning Center’s rules and classroom rules to help teach students proper behavior
- Maintain the Future is Bright Computer Library by managing check-ins and check-outs and seeking and additional training material
- Work in partnership with the Incubator Officer to initiate ICT focused clubs like coding and web design for current youth and outside youth participants to increase ICT access and learning opportunities in Siem Reap.
- Check list computer equipment and captures statistical reporting information

- Conduct individual meetings with students to provide them feedback for learning improvement
- Reporting to donors and superiors on a monthly, quarterly, and yearly basis by updating and maintaining the projects M&E and narrative documents
- Create annual activity and budget plan according to the reflection report
- Revise ICT curriculum and keep it up-to-date
- Attending meetings with PEPY staff and line manager regularly

Preferred Requirements:

- A completed Bachelor's Degree in IT or in a related field.
- Some teaching experience in any subject either in a school, NGO, or youth program
- An individual comfortable with email, Microsoft Office, Google Drive, and some web design.
- Someone who believes that ICT literacy and capacity is one of the most important skills youth need to succeed in the current job market.
- An individual eager to learn and self-initiate their own studies in ICT training and courses to improve youth's learning
- A person who is highly organized and able to manage their own schedule and identify new project opportunities

Our Commitment to our Core Values:

- All PEPY Empowering Youth staff are hired and evaluated based on their fit with PEPY Empowering Youth's Core Values. We look for team members who are committed to life-long learning, open to giving and receiving constructive feedback, and responsible with spending. It is important that all staff not only know and understand each core value, but also model these values while working at PEPY Empowering Youth.
- Each staff member should consider our core values when making strategic decisions about their work and in their lives.

Employment Notice:

PEPY is an equal opportunity employer and does not discriminate on the basis of sex, age, gender, disabilities, etc. However, please note, that PEPY has a strict **Child and Youth Protection Policy** to ensure that our participants are able to thrive and learn in a safe and positive environment. If you apply to work at PEPY, we will conduct a thorough background check and contact the references you provide.

To Apply:

Interested applicants should submit a cover letter and CV at PEPY Empowering Youth Office: #N28, St. Neak Poan, Trapang Ses Village, Sangkat Kok Chork, Siem Reap Town/Province or send the documents via email to apply@pepyempoweringyouth.org before **5 pm on Friday 30th October, 2020**. Only shortlisted candidates will be contacted for an interview.