Job Description – Trainer (M/F)

Department: Digital Governance

Location: Agence Togo Digital, Lome, Togo

Reporting Manager: Head of Training and Change Management

Positions available: 3

Main Mission

Under the supervision of the Head of Training and Change Management, the Trainer will be responsible for designing, delivering and evaluating training sessions for civil servants and users of the digital platforms developed by ATD. They will contribute to strengthening the capacity of administrations and to citizens' adoption of digital tools.

Expected Deliverables

- Training programmes and teaching materials tailored to target audiences, drafted in line with ATD's reference framework
- In-person and online training modules (e-learning, webinars)
- Practical guides and user manuals.
- Skills follow-up and upskilling plans.
- Training session evaluation reports.

Responsibilities

1. Instructional design

- Develop training content related to digital projects.
- Adapt materials to learners' different skill levels.
- Incorporate interactive and participatory methods (case studies, simulations, quizzes).

2. Delivering training

- Lead in-person and remote training sessions.
- Foster learners' engagement and active participation.
- Use interactive digital tools (Teams, Whiteboard, Kahoot!, etc.).

3. Evaluation and follow-up

- Assess participants' learning through tests and practical exercises.
- Produce evaluation reports and propose corrective actions.
- Ensure post-training follow-up and organise refresher sessions.

4. Collaboration and innovation

- Work closely with technical and business teams.
- Contribute to the continuous improvement of teaching content.
- Monitor innovative methods in digital training.

Qualifications

- Required diploma: minimum Bachelor's degree (Bac+3) in education, education sciences, communication, IT support or an equivalent field.
- Professional experience: at least 3 years in adult training, ideally in the digital or digital transformation field.
- A certification in instructional design or e-learning would be an asset.

Required Skills

- Proficiency in training techniques and instructional delivery.
- Pedagogical sense, patience and active listening.
- Ability to make technical concepts accessible to non-specialist audiences.
- Excellent oral and written communication skills.
- Ability to manage diverse groups and adapt one's delivery.
- Spirit of innovation and creativity in designing materials.