



Vacancy Time Management Trainer Schooling for Life (SfL)

Schooling for Life (SfL) is a growing organisation operational in Freetown, Sierra Leone, since 2014 with the aim of giving talented and motivated youths the tools to build a successful future. The objective of the programme is primarily to bridge the gap between youths who can't find work and employers who can't find skilled employees.

The programme offers an intense three pillar education package consisting of:

1. Scholarships for the vocational education of a student's choice.
2. Extra-curricular skills training at a Schooling for Life training centre.
3. Personal guidance by a professional guidance counsellor.

The programme is open to eligible Sierra Leonean youths between the ages of 15 up to 25. Schooling for Life is looking for a candidate who will serve as **Time management trainer**.

Key teaching topics for a Time Management Skills trainer

- Time management and setting goals
- Time management strategies
- How to schedule your time effectively
- Barriers to effective time management
- Procrastination
- Prioritising
- Making To-do lists and scheduling
- Organising your work
- Interpersonal skills
- Personality types and how to work with different people

Qualifications

The ideal trainer should have a relevant qualification to support the teaching/training experience they have, or at least relevant commendable experience in training in various organisations or groups especially in activity planning, prioritising and procrastination, and setting and meeting deadlines; and with a track record of training young people.

Essential skills

- Experience in working with youths/young people
- Experience in dealing with groups and guiding groups
- Experience in planning and organising training (lesson plans/curriculum)
- Experience in training design and research and creating curriculum accordingly
- Experience in participatory approach in teaching / training
- Experience in student focused teaching
- Experience in analysing students and advising on progress
- Excellent presentation, feedback and coaching skills
- Experience in training related to the Sierra Leone job market
- Plans and creates interesting and participatory activities to improve learners' skills
- Experience in translating complicated topics/issues into easy to understand information
- Receptiveness to change
- Conflict Resolution skills
- Demonstrates patience and tact in working with students who may lack confidence
- Fluency in English (oral and written) and knowledge of Krio



Responsibilities

- Attend Schooling for Life Training of Trainers
- Plan and conduct the trainings
- Prepare curriculum and lesson plans in advance
- Conduct a 2-hour session once per week for the length of the course (depends on subject)
- Conduct regular assessments of students' learning and development, and adjust pace accordingly
- Conduct and produce students' progress updates and reports to Schooling for Life
- Implement Schooling for Life teaching methods
- Prepare and deliver exams (and reference) and marking schemes and results according to SfL format
- Make sure students remain time conscious
- Make sure all Schooling for Life rules and regulations are upheld during class

Are you interested? Then please email us the following: a motivation letter and CV to info@afriqia-solutions.com. For more information about Schooling for Life, go to: www.schoolingforlife.net.

Women are strongly encouraged to apply.

This vacancy will be open until a qualified candidate is found