

Computer Skills Trainer Consultant-Tabqa - Syria

Blumont is a global organization working with communities in transition as they recover from conflict, return from displacement, and move from a reliance on aid to a more resilient future. Our vision is a world where a community's future is not determined by its circumstances, but by the aspirations of its people. Whether delivering lifesaving humanitarian assistance, building the infrastructure that stabilizes communities, or creating economic opportunities for individuals and businesses, Blumont teams are committed to making a positive difference in peoples' lives.

POSITION SUMMARY: Blumont seeks to engage a qualified Computer Skills Trainer to deliver practical computer skills training for youth participants from host communities, returnee families, and internally displaced households in Tabqa.

The consultant will provide structured, hands-on training in basic computer operation, file management, Microsoft Office applications (Word, Excel, and PowerPoint), email communication, internet use, and digital safety. The consultancy will support the implementation of the Mobile Computer Learning Lab initiative while promoting positive interaction, teamwork, inclusion, and social cohesion among participating youth.

A consultant is required because the assignment is specialized, short-term, and project-based, requiring specific technical training expertise not available through existing project staffing structures.

Supervisory level: Social Cohesion Officer

KEY AREAS OF ACCOUNTABILITY

The consultant will deliver the training program to 30 youth participants or more divided into three groups. To maximize the utilization of training equipment and ensure effective learning, the consultant will conduct three training sessions per day, one session for each group. The consultant is expected to deliver a total of 26 training days, equivalent to 78 training sessions (26 days × 3 sessions per day). Participants will receive practical training in computer basics, Microsoft Office applications, email communication, file management, The consultant shall:

- Develop a detailed training plan and schedule.
- Conduct baseline and endline assessments of participants' skills.
- Deliver practical computer skills training to youth participants in three cohorts.
- Train participants on:
 - Computer basics and operating systems.
 - Typing and file management.
 - Microsoft Word.
 - Microsoft Excel.
 - Microsoft PowerPoint.
 - Email and professional correspondence.



- Internet use and digital safety.
- Develop practical exercises and assignments.
- Facilitate group projects and peer-learning activities.
- Monitor participant attendance and learning progress.
- Submit training reports and participant performance summaries.
- Ensure training is delivered in accordance with Blumont safeguarding, PSEA, and Code of Conduct requirements.
- Support the final project showcase and presentation of participant outputs.

LEVEL OF EFFORT (LOE): 26 Training Days + 4 Preparation/Reporting Days = 30 Days

Commitment:

Every Blumont team member is expected to carry out their duties in accordance with Blumont's code of business ethics and conduct, core values, and all relevant policies, including anti-harassment, child protection, and Protection from Sexual Exploitation and Abuse policies.

How to Apply

Interested candidates are requested to fill out and attach the most updated Resume to the link below before **Date:** 28 September 2026

LINK: <https://ee-eu.kobotoolbox.org/x/z8lRax1y>

Blumont is an equal-opportunity employer. Due to the large volume of applications, we receive, we are unable to respond to all applicants, therefore, only qualified shortlisted candidates will be contacted.

Blumont will review the applications on rolling basis and may close the advertisement before the deadline if the ideal candidate was found. One or more similar/different positions maybe filled in this recruitment activity depending on the applicants' qualifications.

Blumont's selection process will include rigorous background checks and all team members will be expected to carry out their duties in accordance with our core values, anti-harassment policy and PSEA policies