

# IGNITE CHANGE

## TAILORING INSTRUCTOR

### SUMMARY

This is an exciting opportunity to join a new tailoring training program under an organisation called Ignite Change. We are looking for a well-trained tailor who can teach students how to sew. This position would be a good fit for someone who is passionate about teaching, has great ideas and the drive for constant improvement and quality control.

Airtime and other organization expenses will be paid by Ignite Change. At the end of the 6-month period, this contract may be extended or you may be offered full employment which is determined by your performance review.

**Work Location:** Kamdini Sub-County; Oyam District

**Position Type:** Full Time; 6-month contract

**Reports to:** Executive Director (ED)

### JOB DUTIES AND RESPONSIBILITIES

#### A. INSTRUCTING

- Work with stakeholders in the planning and enrollment process
- Participate in mobilization and recruitment of learners
- Preparing schemes of work and lessons plans
- Teaching pattern making and drafting
- Conducting research and learning about tailoring of certain items, if unfamiliar
- Organizing training tools, materials, and resources
- Carry out teaching and training activities according to the procedures
- Use training materials according to procedures
- Access and evaluate students continuously
- Maintain student discipline
- Participate in guidance and counseling of students
- Provide feedback on lessons and activities
- Maintain current students' attendance records
- Ensure that safety precautions are observed during training activities
- Carry out data collection/ documentation as required
- Prepare reports as required
- Provide entrepreneurship and business skill training to learners
- Provide market information and technical support that includes linking the graduates of the program to employment opportunities

## **B. INVENTORY & ASSETS**

- Ensure all equipment are in proper working condition
- Carry out maintenance of training equipment
- Report any faults in the equipment to be fixed promptly
- Do checks to verify classroom inventory remains at location
- Monitor all inventory levels at the location
- Create purchase requests to reorder supplies as needed

## **C. SALES**

- Assist with creating price lists
- Record sales in the store (finished products, services, and materials)
- Oversee production of items
- Ensure quality control of all items produced or altered
- Oversee dry cleaning procedures
- Supervise sales outside of the store
- Balance sales and cash at the end of each working day
- Understand what items appeal to the most customers

## **D. OVERALL**

- Work with the team to create a successful tailoring project that is operated at a high level of quality

The above list of job duties and responsibilities is not exhaustive. Additional duties and responsibilities may be added at any time.

## **REQUIREMENTS**

- Diploma in tailoring
- Have a comprehensive understanding of tailoring
- Experience working with vulnerable youth
- A keen eye for detail and quality control
- Agree with Christian mission, values, and objectives of Ignite Change
- Passionate about helping vulnerable groups of people
- Fluent in speaking Luo
- Must be effective in written and verbal communication in English
- Excellent communication, interpersonal, and organizational skills
- Ability to complete tasks efficiently and in a timely manner, with minimal or no prompting
- Flexible to adapt to the ever-changing environment of a growing organization
- Self-motivated and innovative

## **PREFERED**

- Certificate in teaching
- 2-years' experience training students in tailoring skills
- Experience working cross-culturally

## **JOB APPLICATION PROCEDURE**

All suitably qualified and interested applicants should submit their application letter, valid academic documents (Certificates & Transcripts), National ID, and detailed resume (CV) with two strong professional referees to [hello@ignitechange.com](mailto:hello@ignitechange.com)

Ignite Change is an International NGO. Visit [www.ignitechange.com](http://www.ignitechange.com) to learn more.

Application Deadline: Friday, 11th June 2021