

WANTED

The voluntary organization SUROVI is going to launch an ICT Training Program aimed at developing skilled human resources for the IT sector and creating opportunities for freelancing and self-employment. The program will offer **basic computer training** as well as market demanding **advanced and diversified ICT courses**. To ensure effective implementation, SUROVI invites applications from **self-driven and competent IT professionals**.

Position: IT Trainer

Key Responsibilities

- Plan, coordinate, and deliver ICT training sessions (basic to advanced level)
- Conduct hands-on training on computer applications and freelancing-oriented skills
- Develop and update training modules, lesson plans, and training materials
- Mentor trainees on career pathways, freelancing platforms, and skill development
- Monitor trainee progress and prepare training and performance reports
- Maintain training lab equipment and ensure effective use of ICT resources
- Coordinate with program management for smooth implementation

Required Educational Qualification

- Bachelor's degree in **Computer Science/ Information Technology/ Software Engineering/ Computer Engineering** or a related discipline
- Diploma holders in ICT with strong practical experience may also apply

Required Technical Skills

- Strong command over **basic computer operations** (MS Office, internet, email, file management)
- Practical knowledge in one or more of the following areas:
 - Web design & development
 - Graphic design / UI-UX
 - Digital marketing & social media management
 - Basic programming / software tools
 - Computer hardware, networking, and troubleshooting
 - Freelancing skills and platforms (Upwork, Fiverr, Freelancer, etc.)
- Ability to train youth with beginner-level ICT knowledge

Interested candidates are requested to apply with full CV and experience on or before 28th December 2025 to: SUROVI, House-16, Road-05, Dhanmondi, Dhaka-1205 Or via E-mail: surovi184@gmail.com