



## COMPUTER BUSINESS SOLUTIONS

Physical Address: 4th Floor Post Office Building

New Complex phase 1, Kingsway, Maseru

Postal Address: P.O Box 10659, Maseru 100, Lesotho

Tel: (+266) 22322254/52211100 Fax: (+266) 22324920

Web: [www.cbs.co.ls](http://www.cbs.co.ls)

### VACANCY: Microsoft Office Applications Trainer

**Job Title:** Microsoft Office Applications Trainer

**Department:** Training Business Unit

**Reports to:** Corporate Training Manager

#### JOB SUMMARY

CBS Training Business Unit is responsible for promoting and selling CBS training services to corporate clients. The successful incumbent will be responsible for training needs analysis and delivery of fit-for-purpose Microsoft Office Applications training to the company's corporate clients. The candidate shall keep abreast with the latest training trends and methods adopted by CBS, including online learning management and delivery systems in virtual environments.

#### KEY DUTIES AND RESPONSIBILITIES

- Assess learning requirements for Clients
- Design appropriate courses to address customer needs
- Prepare and compile learning resources
- Develop training plans
- Deliver high quality training to corporate clients
- Use innovative training platforms and technologies to deliver training
- Manage students enrollment and attendance.
- Monitor and safe guard learning assets
- Provide management reports on training performance and customer satisfaction



*Technology that transforms business.*



## COMPUTER BUSINESS SOLUTIONS

Physical Address: 4th Floor Post Office Building

New Complex phase 1, Kingsway, Maseru

Postal Address: P.O Box 10659, Maseru 100, Lesotho

Tel: (+266) 22322254/52211100 Fax: (+266) 22324920

Web: [www.cbs.co.ls](http://www.cbs.co.ls)

### Core Competencies

- Teaching and Presentation skills
- Advanced computer skills: Microsoft Office Applications (word, excel, power point, outlook, publisher and access). Certification in ICDL is added advantage.
- Ability to analyze problems and derive superior training solutions
- Good verbal and written communication
- Ability to multitask, prioritize and manage time efficiently
- Good interpersonal skills

### QUALIFICATIONS

- Diploma or Degree in Information Technology, or related field.
- One year experience as a trainer or related position

Interested candidates should forward application letter, detailed CV, certified copies of transcripts and certificates to:

***The Human Resources Business Manager***

***Computer Business Solutions***

***Fourth Floor, Post Office Building***

***P.O. Box 10659***

***Maseru 100***

OR

[recruitment@cbs.co.ls](mailto:recruitment@cbs.co.ls)



*Technology that transforms business.*



## COMPUTER BUSINESS SOLUTIONS

Physical Address: 4th Floor Post Office Building

New Complex phase 1, Kingsway, Maseru

Postal Address: P.O Box 10659, Maseru 100, Lesotho

Tel: (+266) 22322254/52211100 Fax: (+266) 22324920

Web: [www.cbs.co.ls](http://www.cbs.co.ls)

The deadline for submission of applications is **11-09-2020**

**NOTE: Only shortlisted candidates will be contacted. If you have not heard from us within 10 working days after deadline, please consider your application unsuccessful.**



*Technology that transforms business.*