# kLab

# CALL FOR APPLICATIONS

## Job Description – Training Coordinator

**Location**: Kigali, Kacyiru
**Employment Type**: Full-time
**Starting date:** April 2025

## About the Role:

We are seeking a Training Coordinator to oversee and manage the implementation of training programs under the Digital Skills for Employability (DSE) initiative. The role involves organizing training sessions, coordinating trainers and participants, ensuring high-quality delivery, and supporting youth, especially women and vulnerable groups, in acquiring digital skills for employment.

Key Responsibilities:

- Plan, schedule, and oversee training sessions in software development, data analytics, and entrepreneurship.
- Coordinate with trainers, mentors, and industry experts to ensure high-quality training delivery.
- Monitor training progress and address challenges to enhance learning outcomes.
- Manage participant registration, attendance, and feedback.
- Ensure inclusive participation, particularly of women, refugees, PWDs, and rural youth.
- Provide support and mentorship to trainees to maximize learning impact.
- Work with trainers to refine and update training materials.
- Ensure training content aligns with industry standards and job market needs.
- Introduce innovative learning methods to enhance engagement and effectiveness.
- Arrange venues, equipment, and learning resources for smooth training delivery.
- Maintain accurate records of training activities, reports, and participant progress.
- Manage training budgets and resources efficiently.
- Engage employers, industry leaders, and organizations for potential job placements.

- Represent the training program in meetings, workshops, and events.
- Track training outcomes and employment placements of participants.
- Prepare reports on training progress, challenges, and impact.
- Recommend improvements based on feedback and data analysis.

Qualifications & Experience:

- At least a Bachelor's degree in software development or other related field.
- Proven experience in training coordination, education management, or program implementation.
- Knowledge of digital skills training, particularly in software development, data analytics, or entrepreneurship.
- Strong organizational, communication, and leadership skills.
- Experience working with youth, women, and vulnerable groups is an added advantage.
- Ability to use digital tools and Learning Management Systems (LMS).

Key Competencies:

- Excellent project management and problem-solving skills.
- Strong interpersonal and mentorship abilities.
- Passion for youth empowerment and digital inclusion.
- Ability to work independently and collaboratively.

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# Job Description – Software Development Instructor

**Location**: Kigali, Kacyiru
**Employment Type**: Full-time
**Starting date:** April 2025

## Role Overview:

The **Software Development Instructor** will be responsible for delivering high-quality training in **front-end and back-end development, web and mobile app development, and coding best practices**. The instructor will ensure that trainees gain hands-on experience and practical knowledge needed for employment in the digital economy.

**Key Responsibilities:**

- Design and deliver lessons on HTML, CSS, JavaScript, Python, Java, and other relevant technologies.
- Guide trainees in building real-world projects and problem-solving through coding challenges.
- Conduct interactive coding sessions, debugging exercises, and live coding demonstrations.
- Develop and update training materials based on market trends and job requirements.
- Ensure trainees gain practical experience with industry-standard tools and frameworks.
- Provide one-on-one mentorship to trainees, ensuring inclusivity.
- Support students in resume building, portfolio development, and job readiness.
- Conduct evaluations, quizzes, and practical coding tests.
- Track student progress and provide performance reports to the Training Coordinator.

**Qualifications & Experience:**

- At least a Bachelor's degree in Computer Science, Software Engineering, or related fields.
- At least 2 years of experience in software development and teaching.
- Proficiency in front-end and back-end development.
- Experience with LMS platforms and online teaching tools is a plus.
- Strong problem-solving skills and ability to adapt teaching for different learning needs.

# Job Description – Training Assistant

**Location**: Kigali, Kacyiru
**Employment Type**: Full-time
**Starting date:** April 2025

## Role Overview:

The Training Assistant will support the lead instructor in training delivery, assisting students with coding exercises, debugging, and ensuring an engaging learning experience.

**Key Responsibilities:**

- Creates lesson plans, case studies, and real-world business scenarios.
- Guides students or entrepreneurs in developing business ideas and strategies.
- Provide one-on-one support to students needing additional help.
- Assists in market research, business model development, and financial planning.
- Assists in social media management, content creation, and digital marketing.
- Provides creative solutions to business challenges.
- Provides insights into market trends, business opportunities, and risks.

**Qualifications & Experience:**

- At least a Bachelor's degree in Business, IT, or related fields.
- Strong knowledge of business, entrepreneurship, and finance
- Experience in tutoring, mentorship, or technical support.
- Real-world experience in business management or startups.
- Proficiency in digital tools and business software

# Job Description – Data Analytics Instructor

**Location**: Kigali, Kacyiru
**Employment Type**: Full-time
**Starting date:** April 2025

## Role Overview:

The Data Analytics Instructor will train participants in data collection, cleaning, analysis, and visualization using industry-standard tools and methodologies. The role focuses on empowering

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youth with data-driven decision-making skills for careers in data science and business intelligence.

**Key Responsibilities:**

- Teach data analytics, statistics, and visualization tools like Excel, SQL, Python, R, Power BI.
- Guide students in applying data analytics concepts to real-world problems.
- Conduct hands-on exercises and case studies to reinforce learning.
- Design training content that meets industry needs for data analysts and business intelligence roles.
- Introduce students to machine learning basics and AI-driven analytics.
- Provide career guidance, helping students build a strong portfolio of data projects.
- Support trainees in understanding how to interpret and present data effectively.
- Develop quizzes, practical assignments, and capstone projects to measure competency.
- Track student performance and submit reports to the Training Coordinator.

**Qualifications & Experience:**

- At least a Bachelor's degree in Data Science, Statistics, Computer Science, or related fields.
- At least 2 years of experience in data analytics, business intelligence, or data science.
- Proficiency in Python (Pandas, NumPy, Matplotlib), SQL, Power BI, Tableau, or Excel.
- Strong ability to explain complex concepts in simple terms.

# Application process and deadlines

The expression of interest must be submitted to kLab via email communication@klab.rw with the subject line containing title of the position not later than March 31st 2025 at 5:00 pm Kigali time (GMT +2).
Application should contain:
- Resume
- Cover letter (motivational letter)
- Any related Certificate