

ICDL Training of Trainers (TOT) Consultant - Mahkan (Deir ez-Zor) - 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 ICDL Training of Trainers (TOT) Consultant to deliver a comprehensive digital skills training program for 15 youth participants or more in Mahkan, Deir Ezzor. The consultant will equip participants with practical computer skills and facilitation techniques required to become community trainers capable of delivering future ICDL-based digital literacy courses to wider community members. The consultancy will support the implementation of the Digital Skills Center for Youth Empowerment and Social Cohesion initiative while promoting youth leadership, community engagement, knowledge transfer, and social cohesion

Supervisory level: Social Cohesion Officer

KEY AREAS OF ACCOUNTABILITY

The consultant shall:

- Develop a detailed ICDL-based Training of Trainers curriculum, training materials, and session plans.
- Conduct baseline and post-training assessments.
- Deliver practical training covering:
 - Computer Fundamentals
 - File Management
 - Microsoft Word
 - Microsoft Excel
 - Microsoft PowerPoint
 - Internet and Email Applications
 - Digital Safety and Information Security
 - Facilitation and Adult Learning Techniques
 - Training Delivery and Presentation Skills
- Train 15 youth participants selected as future community trainers.
- Support participants in preparing and delivering practical training demonstrations.
- Monitor attendance and participant performance.
- Provide coaching and mentoring to participants throughout the TOT program.
- Ensure compliance with safeguarding, PSEA, and Blumont policies.
- Submit attendance records, assessment results, and final reports



LEVEL OF EFFORT (LOE): 20 Training Days + 4 Preparation/Reporting Days = 24 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/MMLHpFxm>

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