

VACANCY – DIGITAL INSTRUCTOR

COUNTRY PROGRAM MISSION:

Alight Rwanda, formerly known as the American Refugee Committee, has been a key player in delivering impactful humanitarian programs since 1994. Operating in all five refugee camps in Rwanda, Alight provides integrated services in protection, health, livelihoods, and community development. The organization has pioneered initiatives like the SASA! methodology to promote gender equality, reduce GBV, and empower vulnerable populations. By fostering resilience and innovation, Alight Rwanda continues to make meaningful and sustainable contributions to refugee and host communities.

PRIMARY PURPOSE OF THE POSITION:

The Digital Instructor delivers hands-on, market-relevant digital skills training to refugee and host-community youth, equipping them with the technical and practical competencies needed to access employment, freelancing and remote-work opportunities. The role blends classroom facilitation with mentorship, project-based learning and portfolio development, ensuring at least 60% of learners are women and girls.

KEY RESPONSIBILITIES

Training Delivery

- Facilitate foundational and intermediate digital skills sessions (coding, web fundamentals, AI-assisted tools, no-code platforms, digital productivity) using a competency-based, learner-centered approach.
- Design and run project-based learning activities so learners graduate with real portfolios, not just certificates.
- Integrate modern, in-demand tools — AI assistants, cloud-based collaboration, version control and design software — into everyday instruction.
- Adapt content and pace for mixed-ability, multilingual classrooms and for learners with limited prior exposure to technology.

Mentorship & Learner Support

- Provide one-to-one and small-group mentorship, tracking each learner's progress and readiness for internships or remote work.
- Actively reduce barriers to participation for women and girls, in coordination with Field Assistants and childcare/stipend support.
- Foster peer-learning networks and a supportive, inclusive classroom culture.

Quality & Coordination

- Maintain accurate attendance, assessment and progress records for donor reporting and MEAL.
- Contribute to curriculum review with the Rwanda ICT Chamber, STEM Power and employer partners to keep tracks aligned with labour-market demand and Rwanda TVET standards.
- Support graduation, demo days and employer-facing showcases.

REQUIRED QUALIFICATIONS & EXPERIENCE

- Diploma or Bachelor's degree in Computer Science, Software Engineering, ICT, Education or a related field.
- Minimum 2 years' experience teaching or delivering digital/coding skills, ideally to youth or in non-formal settings.
- Strong practical command of at least one area: web development (HTML/CSS/JavaScript), programming fundamentals, or digital productivity & AI tools.
- Excellent facilitation and communication skills in English and Kinyarwanda.

PREFERRED / ADDED ADVANTAGE

- Experience working in refugee, humanitarian or underserved-community contexts.

- Familiarity with AI-assisted development, no-code/low-code platforms, or freelancing marketplaces.
- TVET or trainer certification.

CORE COMPETENCIES & SKILLS

- AI-era digital fluency and willingness to keep learning fast-changing tools
- Patience, empathy and cultural sensitivity
- Strong organisation and record-keeping
- Collaboration and adaptability in a field environment

SAFEGUARDING & INCLUSION

Alight is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment. The successful candidate will be required to adhere to Alight's PSEA (Protection from Sexual Exploitation and Abuse), Child Safeguarding, and Code of Conduct policies. This role actively supports gender inclusion, refugee–host community cohesion, and equitable participation — with particular attention to reaching women and girls

APPLICATION GUIDELINES:

Interested and qualifying candidates should submit applications to ALIGHT Rwanda Executive Director – to include 1 page Cover Letter, degree, ID, an updated CV (max. 3 pages), and three names (plus titles & contacts) of relevant professional referees, to include most current Employer/ Supervisor (All in one document) – to the following email address only: RWJobs@WEAREALIGHT.ORG with the position applied for CLEARLY indicated in the subject line. The deadline for submission of applications is **August 20th, 2026 at 23:59**. Only shortlisted candidates will be contacted.

Notes: Refugees, women, and persons with disabilities are strongly encouraged to apply.

Alight is an Equal Opportunity Employer offering employment without regard to race, color, religion, gender, sexual orientation, gender identity, age, national origin, citizenship, physical or mental disability, or protected veteran status. Alight complies with all applicable laws governing nondiscrimination in employment.