

Job Title : Business Administration Tutor

Reporting To: TVET Principal

Purpose of the Role

To train learners in **business operations, office administration, and management competencies** for employment and entrepreneurship.

Required Skills and Competencies

- Degree or Higher Diploma in Business Administration, Management or related field
- Previous experience as a trainer or instructor in a TVET or competency-based learning environment is an added advantage.
- Proficient in business administration practices, including office management, customer service, basic accounting, and organizational operations.
- Excellent facilitation, communication, and interpersonal skills suitable for adult and youth learners.
- Ability to create an interactive, learner-centred and competency-based training environment.
- Strong knowledge of professional office etiquette, business communication, record management, and workplace ethics.
- Good organizational, planning, and time-management abilities to manage training schedules and assessments effectively.