



BUILD-A-TECH
INCUBATOR & WORKSPACE
Building the technology of tomorrow to solve the challenges of today



JOB DESCRIPTION for EDUCATION MANAGER

Build-a-Tech Incubator & Workspace is a hardware technology accelerator dedicated to equipping local Nigerian entrepreneurs with 21st-century technological resources and providing professional guidance to develop businesses that invigorate the community. We are launching a range of educational programs focused on technical skills, including CAD, CNC machining, 3D printing, laser cutting, embedded systems, as well as other tech courses on demand

CLASSIFICATION: Technical Personnel

JOB TYPE: On-Site / Full-time

WORK HOURS: **Monday – Friday | 08:00 AM – 08:00 PM**
Employees operate on a **shift system** as follows:

- **Early Shift:** 08:00 AM – 04:00 PM
- **Standard Shift:** 09:00 AM – 05:00 PM
- **Late Shift:** 10:00 AM – 06:00 PM
- **Night Shift:** 12:00 PM – 08:00 PM

Saturday | 09:00 AM – 05:00 PM (*One Saturday per month*)

SALARY: ₦100,000 to ₦150,000 Monthly
Determined by relevant years of experience, qualifications, and education

LOCATION: Uyo, Akwa Ibom

Basic Job Function

The Education Manager serves as the lead of all educational and training programs at Build-a-Tech. This role oversees curriculum planning, instructor coordination, student engagement, and program execution. The individual will also deliver instruction within their area of technical expertise and ensure that all educational activities align with Build-a-Tech's mission to equip innovators with practical, hands-on skills.

This position requires a strategic thinker with strong leadership, teaching ability, and an eye for program quality and innovation.

Key Responsibilities:

1. Manage and oversee all educational programs, workshops, and internships.
2. Develop and implement training curricula for technical and innovation-based courses.
3. Deliver instruction and mentorship in one or more technical areas (e.g., CAD, 3D printing, CNC machining, laser cutting, or embedded systems).
4. Supervise and support the Instruction Coordinator, trainers, and interns to ensure quality learning outcomes.
5. Coordinate program schedules, logistics, and class assignments.
6. Track student progress and maintain accurate academic records.
7. Identify and establish partnerships with educational institutions, NGOs, and industry partners.
8. Develop strategies to improve training impact, learner retention, and program efficiency.
9. Oversee community engagement and promotional activities for educational initiatives.
10. Ensure proper maintenance and utilisation of training materials and lab equipment.
11. Prepare reports and performance reviews for management.

Required Skills:

- Proven leadership and program management experience.
- Strong instructional and facilitation skills.
- Excellent communication, presentation, and interpersonal abilities.
- Proficiency in Microsoft Office Suite or Google Workspace.
- Solid understanding of educational planning and evaluation.

Optional Skills:

- Hands-on experience in CAD, CNC machining, 3D printing, laser cutting, or embedded systems.
- Familiarity with managing makerspaces, labs, or innovation hubs.

Key Competencies:

- Leadership and team coordination.
- Problem-solving and adaptability.
- Initiative and self-motivation.
- Passion for education, technology, and community development.

EDUCATION:

Experience and proficiency in the above Duties & Responsibilities and Required Skills sections will be weighed above any educational qualifications. Applicants not possessing the above-listed degrees should not be discouraged from applying.

It is preferred that applicants possess a **Bachelor's degree in Education, Engineering, Technology, or a related field with a minimum of 2 years of experience in coordinating training programs, preferably in a tech or innovation-focused environment.**

TO APPLY:

Interested candidates fill out the Employment Application Form @ bat.ng/careers/apply and select the **EDUCATION MANAGER** position.

Applications close on **21 November 2025 at 11:59 PM.**

Additional enquiries should be directed to careers@buildatech.ng

Build-a-Tech Incubator & Workspace is an equal-opportunity employer committed to diversity and inclusion in the workplace.