



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



JOB DESCRIPTION for INSTRUCTIONAL COORDINATOR

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 Instructional Coordinator will assist in planning, organising, and executing Build-a-Tech's training programs and educational initiatives. Working closely with the Education Coordinator, this role ensures that all technical training sessions, workshops, and internship programs are effectively delivered and meet the organisation's standards. The ideal candidate is organised, proactive, and passionate about teaching, technology, and youth development.

Key Responsibilities:

1. Deliver technical instruction and mentorship to students based on core expertise.
2. Assist in developing and implementing training curricula for various programs.
3. Coordinate instructors, schedules, and logistics for classes, workshops, and internships.
4. Prepare and update instructional materials, lesson plans, and practical exercises.
5. Track student attendance, progress, and assessment outcomes.
6. Provide technical guidance and supervision during lab and workshop sessions.
7. Support the Education Coordinator in planning and evaluating training programs.
8. Ensure training equipment and materials are properly utilised and maintained.
9. Participate in outreach activities to promote Build-a-Tech's educational programs.

Required Skills:

- Strong instructional and communication skills.
- Excellent organisational and time management abilities.
- Proficiency in Microsoft Office Suite or Google Workspace.
- Ability to demonstrate and explain technical concepts clearly.
- Team player with the ability to take initiative and work with minimal supervision.

Optional Skills:

- Experience teaching or mentoring in a technical setting.
- Familiarity with CAD, CNC machining, 3D printing, laser cutting, or embedded systems.
- Understanding of safety practices in technical and fabrication environments.

Key Competencies:

- Leadership and classroom management.
- Problem-solving and adaptability.
- Initiative and self-motivation.

- Passion for hands-on learning and technology.

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 at least 1–2 years of instructional or technical experience in a learning or innovation environment.

TO APPLY:

Interested candidates fill out the Employment Application Form @ bat.ng/careers/apply and select the **INSTRUCTIONAL COORDINATOR** 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.