

TERMS OF REFERENCE (ToR)

Position Title: Eight Learning Administrator

Reports To: Principal

Institution: Eight Learning Institute of Technology, Business and Management (ELITE)

Employment Type: Full-time

1. Institutional Background

Eight Learning Institute of Technology, Business and Management (ELITE) is a private, world-class professional training provider based in Uganda, operating as the training and capacity-building arm of Eight Tech Consults Limited. The institute specializes in high-impact, cutting-edge short courses (typically 2–3 weeks/a month) delivered through a hybrid model that heavily leverages its custom 8learning e-learning system alongside strategic face-to-face sessions.

Currently the Institution is finalizing processing of accreditation with UVTAB and TVET Council to run some of the ICT diploma and national certificate programme accredited by UVTAB in line the TVET Act, 2026. To ensure effective and efficient operations during this phase and beyond, we seek a highly qualified and experienced Agile 8Learning Administrator to drive and manage the development, coordination, and day-to-day administration of the institute at our premises.

ELITE is positioned to offer practical, job-oriented skills for corporate professionals, organizations, youth and individual career-switchers. Key areas of training include Data Analysis using R, AI Prompt Engineering, Mobile Apps Development, Mastering Digital Marketing, Resource Mobilization and Grant Proposal Writing, Consultancy Skills Development among others. The objective of this role is to drive institutional profitability, smooth digital and physical operations, and aggressive recruitment across B2B (corporate/organizational) and B2C (individual) target markets.

2. Primary Purpose of the Position

The Eight Learning Administrator oversees day-to-day corporate and academic operations while spearheading strategic marketing campaigns to ensure high enrolment and client retention. This role bridges administrative efficiency, strict regulatory compliance with national training frameworks, and revenue-driven business development.

3. Core Tasks and Responsibilities

The key tasks for the position holder are;

- 1) **Academic Delivery Coordination:** Supervise the scheduling of digital training cohorts, monitor tutor performance on the learning management platform, and coordinate hybrid physical classes.
- 2) **Resource and Systems Management:** Oversee the performance, licensing, and user experience of the institutional learning management systems (LMS).
- 3) **Financial Oversight:** Draft operational budgets, track tuition collections, manage expenditure logs, and implement cost-optimization strategies to maintain private-sector profitability.
- 4) **Compliance and Accreditation:** Maintain administrative alignment with national regulatory guidelines and ensure institutional course modules comply with relevant technology and vocational training standards.
- 5) **Digital Campaign Management:** Design and launch data-driven marketing campaigns to capture leads for courses like AI, Digital Marketing, and Financial Literacy.
- 6) **B2B Corporate Prospecting:** Pitch tailor-made capacity-building packages to corporate organizations, non-profits, and educational institutions looking to upskill staff.
- 7) **Brand Strategy and Content Marketing:** Create and execute content schedules (e.g., educational blog articles, industry insights, and case studies) to elevate ELITE's brand visibility as an expert training provider.
- 8) **Market Trends and Competitor Analysis:** Monitor market training needs and trace graduate data to recommend new relevant course rollouts aligned with emerging job market trends.
- 9) **Record keeping.** Updated, well-maintained records including course schedules, student enrollment, staff coordination, and compliance documentation.

4. Key Performance Indicators (KPIs)

Performance Category	Key Performance Indicator (KPI)	Target Baseline
Revenue and Sales	Total monthly and quarterly enrolment revenue across all short courses.	100% of quarterly enrolment budget
Lead Conversion	Percentage of prospective course inquiries converted into paying individual or corporate students.	Minimum 25% conversion rate

Operations	Retention rate of institutional clients and corporate entities onboarding to the LMS.	90% contract renewal rate
Academic Quality	Average student evaluation score regarding instructor delivery and LMS accessibility.	Minimum 4.5 / 5.0 score
Financial Control	Operational spending alignment with the approved monthly budgetary constraints.	Variance kept within $\pm 5\%$

5. Qualifications and Skills

1) Required Educational Background

- a. **Primary Qualification:** Bachelor's Degree in Business Administration, Marketing, Information Technology, Educational Management, or a closely related professional field.
- b. **Advantageous Certifications:** certification in Digital Marketing, project management, or TVET institution governance.

2) Professional Experience

- a. Minimum of **3–5 years of progressive experience** managing operations, customer service, or admissions in a private college, training center, corporate academy, or digital learning platform.
- b. Proven track record of hitting sales or recruitment quotas in an educational or business-to-business (B2B) corporate sales setting.

3) Technical and Core Competencies

- a. **Digital Fluency:** Advanced competency in navigating and managing e-learning environments, Learning Management Systems (LMS), and basic content management platforms.
- b. **Marketing Literacy:** Strong hands-on knowledge of digital ad platforms (Google Ads, Meta Business Manager), email marketing funnels, and CRM pipeline tracking.
- c. **Financial Literacy:** Ability to parse profit-and-loss data, draft operational budgets, and write professional grant proposals or corporate bids.
- d. **Communication:** Masterful written communication and presenting skills to pitch educational courses confidently to c-suite corporate executives.
- e. Ability to multitask, prioritize and manage time efficiently.
- f. Problem-solving skills and a proactive attitude towards continuous improvement.
- g. Experience in ICT-related educational programs or management consultancy is a plus

6. Duration

The position is initially for a period of 2 year (or renewable contract) with a probation of 3 months, commencing upon signing of the contract.

7. Reporting

The Eight Learning Administrator will report to the Principal of the Institute and coordinate.

8. Application Process

Interested candidates should submit the following:

- 1) An Application letter highlighting response to the qualifications stated in the TOR, and motivation for the role clearly indicate value you bring on board, strategies to achieving the goals and the key milestone you expect to achieve within the first 3 months (100 days).
- 2) A comprehensive CV including relevant experience.
- 3) At least letters of professional reference from reputable referees
- 4) Contact details of at least three professional referees.

Applications should be sent to info@8technologies.net by 28th July 2026.

ELITE is an equal opportunity employer and encourages qualified candidates of all backgrounds to apply.