



About SDROA

Social Development and Research Organization for Afghans is a non-governmental organization (SDROA). We are the implementing partner for the U.S. Embassy for Lincoln Learning Centers (LLCs) across Afghanistan. Currently, we are operating in Seventeen provinces of Afghanistan. The LLCs are equipped with computers, books, magazines and other reading materials. These centers offer educational activities and programs for various audiences. They host a number of ongoing educational and cultural programs. These centers serve thousands of people all over Afghanistan. The Lincoln Learning Centers are a joint venture between the U.S. Embassy Kabul, and a host institution in the province.

Job summary:

This is full-time job, the manager will manage the overall English Language Program at the LLCs. The manager will work with SDROA HR in hiring and evaluation of English Teachers for the LLCs. The manager will closely monitor the student enrollment, teachers' time sheet and will work with SDROA finance for teacher payment. The manager will travel to provinces to monitor and evaluate the English Program physically.

Job Details

Date Posted:	16 Oct 2016	Reference:	147
Closing Date:	29 Oct 2016	Work Type:	Full Time
Number of Vacancies:	1	Gender:	any
Functional Area:	Management	Open Ended:	No
Nationality:	Afghan	Salary Range:	1800 to 2000
Contract Type:	Fixed Term	Years of Experience:	5 Year(s)
Contract Duration:	1 Year(s) & 0 Month(s)	Extension Possibility:	Yes
Probation Period:	3 Months		

Duties and Responsibilities:

- a. Design and deliver training programs for the English Teachers according to the existing curriculum.
- b. Using the standard curriculum for the English Programs develop program syllabus.

- c. Develop system to monitor the implementation of the syllabus in all program areas.
- d. Work with HR for announcing, shortlisting and hiring of English Teachers for English Program.
- e. Develop a format for performance evaluation of the English Language Teachers
- f. Conduct periodical evaluation of English Language Program and Teachers
- g. Monitoring and check students' enrollment
- h. Monitor student attendance sheet regularly
- i. Help the teachers to use Educational Management Information System (EMIS)
- j. Verify Teachers timesheet and reports to finance
- k. Help finance in processing English Teachers payment
- l. Help in training the English Language Teachers
- m. Any other task assigned by supervisor

Traits

1. Most importantly, the teacher should be someone who is creative, energetic, reliable, and full of initiative.
2. Ability to communicate effectively orally and in writing in English, Dari and Pashtu.
3. Skill in working with youth and providing youth training.
4. Ability to effectively present information and respond to questions from the Embassy, customers and the general public.
5. Some knowledge of the United States of America.

Qualifications: (minimum):

- Master degree in English from accredited university or equivalent English Language teaching experience. English Degree from US universities is preferred.
- Five years teaching experience

Job Location

Afghanistan – Kabul

Education:

Bachelor's Degree, English

Submission Guideline

Send you resume to below email address and write the position title and reference number in your email subject line.

Submission Email

apply@sdroaf.org

