



## English Language Teacher

### About SDROA

Research and Development Organization for Afghans is a nongovernmental organization (SDROA). We are the implementing partner for US embassy for Lincoln Learning Centers across Afghanistan. Currently, we are operating in twenty one provinces of Afghanistan. The learning centers are equipped with computers, books, magazines and other reading materials. These centers offer educational/programs for various audience. These centers serve at least six thousand people all over Afghanistan.

### Job Summary

This is an hourly based part-time job, the instructor will be paid 12.5 USD per hour. The teacher will teach the class according to pre -determined course material and all course materials will be provided by the organization. For the management of the class, the teacher will use the Educational Management Information System, and responsible for the supplementary materials and any other materials needed for the class based on students need.

### Job Details

|                      |                                   |                        |                                    |
|----------------------|-----------------------------------|------------------------|------------------------------------|
| Date Posted:         | <b>3 Oct 2017</b>                 | Reference:             | <b>186</b>                         |
| Closing Date:        | <b>21 Oct 2017</b>                | Work Type:             | <b>Part Time</b>                   |
| Number of Vacancies: | <b>1</b>                          | Gender:                | <b>Female</b>                      |
| Functional Area:     | <b>Education</b>                  | Open Ended:            | <b>NO</b>                          |
| Nationality:         | <b>Afghan</b>                     | Salary Range:          | <b>As per company salary scale</b> |
| Contract Type:       | <b>Contractor</b>                 | Years of Experience:   | <b>2 Year(s)</b>                   |
| Contract Duration:   | <b>1 Year(s) &amp; 0 Month(s)</b> | Extension Possibility: | <b>Yes</b>                         |
| Probation Period:    | <b>3 Months</b>                   |                        |                                    |

### Duties and Responsibilities

1. Teaching English to the target group of the students.
2. Assessing each student's ability and then develops and executes lesson plans, as appropriate, to build and increase the students' knowledge and language capability.
3. Giving midterm and final exam as well unit quizzes
4. Designing and producing teaching materials

5. Providing mainstream language support
6. Preparing information for inspection visits and other quality assurance exercises;
7. Organizing and delivering classroom lectures to students.
8. Evaluating a students' class work and assignments.
9. Preparing classroom and coursework materials, homework assignments, and handouts.
10. Recording and maintain accurate student attendance records and grades.
11. Classroom management.
12. Developing English lesson plans in line with the objectives of the program.
13. Maintaining discipline in the classroom.
14. Creating a vibrant teaching atmosphere.

### Qualifications

- Bachelor's degree in English Literature or equivalent English Language teaching experience is required. (Masters' degree will be preferred)
- Two years teaching experience
- Comfortable using E-mail & Skype
- Ability/interest to teach outside of the textbook with a learning/learner-centered focus

### Knowledge

A thorough knowledge of learner-centered or communicative language teaching methods is required. Must possess expertise in grammar, idiom, syntax and pronunciation of the English language.

### Abilities and Skills

Must be well spoken and articulate, able to communicate effectively and persuasively to maximize students' learning potential, retain their interest in a classroom setting and help reduce frustration. Must be a self-starter who displays initiative, resourcefulness and creative problem solving. Must be able to constantly adjust the rate of topic coverage and the level of material taught, depending on students' abilities. Must have the ability to plan, develop and execute well thought-out and progressively challenging lesson plans and possess the flexibility to change tactics if the approach is not working for students. Must be able to communicate effectively with a mature level of professional adult students.

### Personal Attributes

The applicant must also demonstrate the following personal attributes:

- be honest and trustworthy
- be respectful
- possess cultural awareness and sensitivity
- be flexible
- demonstrate sound work ethics

### Job Location

Afghanistan – Jawzjan, Sheberghan

### Education:

Bachelor's Degree, Education

### Submission Guideline

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

### Submission Email

[apply@sdroaf.org](mailto:apply@sdroaf.org)