

National Service Person for Language Department

Position: English Teacher & Assistant

Reports to: Course Coordinator

Liaises with: Other staff of the department and the institution

Purpose:

The National Service Personnel will be responsible for assisting the Language Department of Alliance Française Accra in different areas: teaching, management, handling teaching tools, creating teaching materials, assessing students' level, conducting Examination etc. during the 12-month service period.

This volunteering aims of transferring skill and training to the volunteer. The training has 3 steps: training, observation and supervised practice.

Main responsibilities:

After 3 weeks of training before October, the volunteer will be responsible for:

- 10 hours of teaching (Preliminary/beginner level)
- supporting the Language Department: creation of teaching materials and receiving students
- linking the Language Department with the other Departments in the organisation

It is mandatory for the National Service Personnel to submit written reports on the 3-week Preparation Training/Orientation and the entire 12-month service period.

Education and experience:

- BA in English Language / Teaching English as a foreigner language
- Experience in teaching and / or group management will be appreciated

Keys competences:

- Good interpersonal skills
- Good command of MS Office Suite and Internet
- Dynamism and motivation
- Flexibility, reliability and professionalism
- Ability to work either alone or within a team

National Service conditions: 350ghc compensation + 100ghc transport allowance + *Free French lessons available*

Mode of application: Kindly send your CV and application letter to englishlanguage@afaccra.org before 24th March, 2016

Website: www.afaccra.org