

Position: Teaching Assistant [Communication/Management Studies]

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 Professional Section of Alliance Française Accra in the areas of: Teaching, Management, handling teaching tools, creating teaching materials, assisting in conducting examination etc. during the service period.

This volunteering aims of transferring skill and training to the volunteer.

Main Responsibilities:

After two (2) weeks of training/Observation before October, the volunteer will be responsible for:

- Teaching bilingual students in Management Courses
- Supporting the Professional Section: Guiding and assisting the SRC
- Linking the section with the other Departments in the institution

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 Management Studies / BSc. Business Administration
- 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
- Ability to speak French is an advantage

National Service conditions: 560ghc compensation

Mode of application: Kindly send your CV and application letter to bilingualesection@afaccra.org or studies@Afaccra.org before 27th March, 2018

Website: www.afaccra.org