



UNITED NATIONS MISSIONS FOR THE REFERENDUM IN WESTERN SAHARA
MINURSO

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Date: 07 November 2018

Ref No: MINURSO/JO-NIC-18/001

Job Opening

National Individual Contractor/Part Time

English Language Teacher

Functional title

Human Resources Section

Department/Office/Division

21 November 2018

Deadline

| | | | |
|------------------|--------------------------------------|------------------------------|---|
| Service/Section: | Human Resources Section | Estimated Start Date: | 01/12/2018 |
| Duty Station: | Laayoune/Western Sahara | Possibility of Extension? | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> |
| Duration: | Three (3) months - Extendable | Open to External Candidates? | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> |

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Chief Human Resources Officer (CHRO), of the United Nations Mission For the Referendum in Western Sahara, Laayoune (MINURSO), the English Language Teacher will be responsible for following duties:

- Evaluates and verifies the level of the language knowledge of learners;
- Clearly defines didactic objectives in the syllabus in accordance with the requirements of Learning;
- Designs the course in accordance with the standards of Language Oriented Learning (LOL)
- Focuses on the identified needs of the learners;
- Improves the skills of the learners (elocution - reading - listening - writing);
- Orients new registrants to online language learning sites and mentor them as needed;
- Prepares and assigns homework exercises and prescriptions for participants;
- Monitors Time and Attendance of participants enrolled in the course;
- Submits monthly attendance report to the language class training focal point;
- Performs placement tests and organizes mid-term and end-of-cycle evaluations;
- Provides interpretation services using the terminology of working language.
- Teaches the UN English Language standards and prepares learners to pass the United Nations Language Proficiency Exam (LPE);
- Assists in completing certain administrative tasks as required (photocopying, printing, drafting letters/memorandums)
- Performs other duties as required

COMPETENCIES

Professionalism: Have basic notions of translation and interpretation; keep the deadlines set and obtain the expected results. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Planning and Organizing: Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently

For Managerial Positions:

QUALIFICATIONS

Experience: At least five (5) years of experience in the field of Education, mainly at high schools. Previous experience with a UN language program is an asset

Education: Bachelor's degree in English language is required.

Languages: English and French are the working languages of the United Nations Secretariat. For this post, fluency in oral and written English is required. Knowledge of French is highly desirable

Other Skills: Good computer skills and knowledge of office software and/or applications (Word, Excel and internet) is an advantage.

The United Nations has a gender equality policy and strongly encourages female candidates for this position.

Additional Comments:

- Interested candidates should complete the attached United Nations Personal History form (P.11) in English and forward it electronically at the following email address: minurso-vacancies@un.org
- Please indicate the post and vacancy number you are applying for.
- Incomplete P.11s will not be processed.
- Women candidates are encouraged to apply, and in the selection process, preference will be given to equally qualified women candidates.

Only applicants who are short-listed will receive an acknowledgement within two weeks from the deadline for submission of applications.

DOCUMENTS REQUIRED:

- ☒ **Cover Letter**
- ☒ **P11 (Personal History)**
- ☐ **Others:**

ALL SUBMISSIONS TO BE SENT TO:

| | | | |
|---------------|---|----------------|---|
| Contact Name: | <u>Ms. Zhour El Manssouri</u> <u>Human Resources Assistant</u> | Email Address: | <u>elmanssouri@un.org</u> |
| Copy (cc): | <u>Ms. Samia Mohammed</u> <u>Human Resources Assistant</u> | Email Address: | <u>mohammed110@un.org</u> |