



Job Announcement

Position Title: English Language Center (ELC) Manager
Duty Station: Kabul
Reports To: Director of Educational Programs, PDI
Reports From: ELC Officer, ELC Assistant and Instructors (Full time and adjuncts)
No. of Position: 1 Position

AUAF Background:

The American University of Afghanistan (AUAF) is a private, non-profit university offering an American-style liberal arts education. We opened our doors in 2005 and currently offer four undergraduate academic majors and an MBA program. We follow a strict non-discriminatory policy and applicants from all ethnic, religious, and economic backgrounds are encouraged to apply. We are a young and growing dynamic university with a student population of nearly 1,100 and we hope to reach 1,250 students by the fall 2019 academic semester. We have expanded operations to the 75-acre international campus across the street from our original campus. Construction is ongoing for additional classroom and lab buildings to help meet the growing needs of our student population.

The AUAF's PDI department is seeking a qualified candidate for a full time position as English Language Center (ELC) Manager based in Kabul.

Key Outcomes Include:

- Managing of the operation of ELC, including
- Maintaining quality morale of full time teaching faculty
- Enhancing academic quality of ELC's Programs in conjunction with ELC faculty
- Developing and discussing plans, towards ensuring the achievement of periodic targets
- Addressing budget development, execution and control variance
- Maintaining proper filing systems for ELC
- Meeting the requirements and deadlines of the member organizations like IATEFL and other member bodies

Position Summary:

The role is responsible for the effective management of ELC faculty and programs. Effective management includes communicating clearly with supervisors as well as faculty, aligning course content to produce quality English learning products, making recommendations on policies, procedures and systems for the overall workplace quality enhancement as well as retention/increasing enrolment and clients and the retention of ELC time faculty. This is a 40 hours per week position (30 hours managerial time and 10 hours teaching time)

Duties and Responsibilities:

Managerial Responsibilities:

- Manage the ELC including supervision of and collaboration with the faculty and adjuncts
- Develop relevant high quality courses together with the Director of Educational Programs for delivery by the ELC of the Professional Development Institute
- Prepare progress reports for the Director of Educational Programs
- Research market potential and market the ELC program to attract more clients
- Recruit more students for ELC program for open enrolment courses.
- Recruit qualified, experienced faculty and adjuncts in coordination with the Director of Educational Program
- Coordinate the placement tests and other ELC examinations
- Organize systematic evaluation and observation of faculty, share feedback with relevant teachers, and encourage voluntary peer observation among faculty;
- Conduct student evaluations and mediate students complaints;
- Communicate with and fulfil the requirements of member organizations like IATEFL and other global partners related ELC
- Schedule special events and coordinate with key personnel for the conducting of information sessions at schools, universities and other private and public organizations
- Organize regular meetings with the tutor to , and work with them on quality improvement
- Prepare and submit required reports to donor-organizations, including accurate statistics on student performance in coordination with PDI M&E and Development department.
- Recommend and coordinate operational policies and procedures for ELC in conjunction with the relevant departments of PDI/AUAF.

Teaching Responsibilities:

- Deliver lessons according to the PDI schedule which are purposefully planned and managed in accordance with the course objectives, class needs and quality standards.
- Use teaching materials to adapt and supplement the course that are appropriate to students' needs and expectations and align with course objectives
- Teach 10 contact hours per week (Including classes, Seminars workshops) in ELC and
- Assess students according to ELC policy.

Essential Qualifications:

- Masters in Applied Linguistics, Education, English, TEFL/TESL or a closely related subject

- Minimum of 5 years' teaching experience
- Significant managerial experience evidence the capacity to manage a large English language program
- Strong managerial skills
- Strong business and writing skills.

Skills:

- Interpersonal and cross cultural communication skills
- Microsoft Office suite Strong computer skills
- Fluent spoken and written English skills
- Strong negotiation skills
- Budget development and controlled execution skills
- Problem solving and decision making skills
- Team building skills
- Capacity Building of personnel and programs skills

Submission Guideline:

Applicants must submit their resume and cover letter in one document to nationaljobs@auaf.edu.af Applications are accepted in English only. Please include "**English Language Center (ELC) Manager**" in the subject line of your email.

Application Deadline:

All applications must be submitted on or before June 30, 2019. After reviews of the applications, formal interviews for the finalists will be set up on the AUAF campus.