

Vacancy Announcement

Position Title: ACCA/FIA Instructor (Part-time)
Reports To: Program Manager, Business Unit
Location: Kabul, Afghanistan
Number of Positions: 4
Vacancy Number: AF-029-2019

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 qualified candidates for part-time position as ACCA/FIA Instructor based in Kabul.

PDI Background:

The Professional Development Institute (PDI) offers a broad range of training and education courses to individuals, private business, governmental and non-profit agencies, and NGOs. The PDI draws on the expertise of the world-class faculty at the American University of Afghanistan (AUAF) to provide courses custom tailored to meet the client's specific needs as well as courses offered on an open enrolment basis. This expertise includes English language, business administration, training and management, and information technology.

Job Summary

The Association of Chartered Certified Accountant (ACCA)/ Foundation in Accountancy (FIA) Instructor (Part-Time) is responsible for the successful delivery of ACCA/FIA programs in Kabul– Professional Development Institute (hereafter "Institute"). The Institute provides executive education and professional development training. It works in close alliance with AUAF academic units to provide high-quality services that advance the University's mission and public image, and to provide the University and its supporters with more visibility and an enhanced reputation for leadership in the establishment of international best practices in commerce, IT, economic development, education, and other areas within Afghanistan and the region.

PDI/AUAF is GOLD approved learning provider of ACCA. ACCA have more than 219,000 fully qualified members and 527,000 students worldwide. They're among the world's best-qualified and most highly sought-after accountants - and they work in every sector you can imagine.

Teaching Duties and Responsibilities:

- The ACCA/FIA Instructor will teach ACCA and FIA courses offered by the Business Unit of the PDI.
- Lessons are delivered according to the PDI schedule and are purposefully planned and managed in accordance with the course objectives, class needs and quality standards;
- The ACCA/FIA Instructor will also be expected to contribute to curriculum development, assessment procedures, capacity and professional development activities, marketing exercises and quality assurance practices.
- The Instructor undertakes to attend Business Unit meetings or training events Any other duties assigned by Business Unit Manager

Required Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- At least be ACCA finalist. ACCA qualified members and affiliates are preferred
- At least have 1-2 year prior teaching experience required
- If hired, the successful applicant is expected to provide official proof of academic degrees
- Sensitivity to religious and cultural differences
- A team-oriented individual interested in helping participants achieve results

Submission Guidelines:

Applicants must submit their resume and cover letter in one document to nationaljobs@auaf.edu.af Applications are accepted in English only. Please include “**ACCA/FIA Instructor (Par-time)**” in the subject line of your email.

Application Deadline:

All applications must be submitted on or before July 17, 2019. After reviews of the applications, formal interviews for the finalists will be set up on the AUAF campus.