

# IT & Computer Teacher

tvt07998@gmail.com

Phone :

Web :



## Job Summary

---

Vacancy : IT & Computer Teacher VA 002/2024/ANAF AE

Deadline : Oct 31, 2024

Published : Oct 24, 2024

Employment Status : Full Time

Experience : 3 - 5 Years

Salary : Az per ANAF AE Salary Scale

Gender : Male

Career Level : Top Level

Qualification :

## Job Description

---

### About ANAFAE:

The Afghan National Association For Adult Education (ANAFAE), founded in September 2005, with the support of DVV International works to foster the development of local Adult and Community Learning Centers, promotes education strategies and programs for disadvantaged groups, young adults, with a particular focus on literacy, basic education, education for employability and lifelong learning.

Women in Afghanistan experienced tremendous burden throughout the last decades of conflicts. Their education is traditionally neglected. In many rural areas only about eight percent of the women are literate.

In the literacy programs of ANAFAE and its partner DVV International, female participants learn reading, writing and numeracy, reflect on their role in the family and community, deal with health and hygiene topics and develop ideas for their own economic activities.

These literacy programs have a direct and positive effect on personal development, on family health and on school attendance of children, they empower women who suffered most or support the reintegration of returnees and IDPs.

First Lady Bibi Gul awarded the national UNESCO Literacy Prize to ANAFAE in 2016 for its innovative engagement.

### Job Description:

#### Overall responsibilities:

In your position as a teacher, you provide qualified education services. Your best teaching performance is an important contribution to the development of the country and the best investment into the future of the young generations.

You are assigned as a Part-Time Teacher in the ANAFAE Education Centre. You work under the supervision of the Project Officer and the Head of your Education Department (HoED).

You report to both of them about the assigned duties, your teaching classes, teaching hours, and the number of your learners, on feedback from your classes and about your own capacity-building training.

You have a high self-motivation. You have good interpersonal skills and team working abilities.

#### Teaching tasks:

You always update your knowledge, your teaching skills and competencies.

You have to participate in the regular training facilitated by the HoED in your education department.

You must apply the standard teaching and learning materials and books developed and authorized by ANAFAE, the teaching framework, the teaching outline and the hourly-based lesson plans in your classes.

You are not allowed to apply other teaching material and books without the permission of the Master Trainers Team Leader and the Project Officer.

You carefully prepare and evaluate your teaching lessons and classes.

You must take part in the teacher's test and you will receive your scores and level accordingly.

Your teaching is learner-centered; you use active teaching methodologies, in order to support the learning competencies of your students.

You teach 6 hours a day, and you do 2 hours of support work per day in your center based on the instruction of the education officer.

You recognize students learning problems and support them during your lessons.

You take attendance of your students every day; in case of three days absent of a student, you inform the Project Officer of your center.

You manage the timing of your classes according to students' demands but you need the OK of the Project Officer for the classroom management and arrangements.

You follow the rules and regulations of the X-Pert and closely coordinate your work with the Project officer, the HoED and you avoid any arbitrary non-coordinated action.

You regularly monitor and evaluate the students in your class every 15 days. You respond to students' complaints and provide solutions for their problems within 3 days or report to the Education Officer for better solutions.

You are already in your classroom at least five minutes before the lessons start.

You deliver all the class equipment in a proper way to the next teacher at the end of your class.

You keep all teaching materials in a specific cupboard for teachers in teacher rooms.

### Job Requirements:

Bachelor's degree in Computer Science or any other related field.

At least 3 years of experience in Computer teaching

Experience in Microsoft.

Experience in Teaching Adobe Photoshop, Illustrator and Premier.

Experience in Teaching Networking Programs

Having specific skills in the related field.

Ability to have various teaching plans.

Proven personal management skills.

Good communication Skill

### Submission Guideline:

Interested candidates should send their resumes electronically to [xpert1.mazar.anafae@gmail.com](mailto:xpert1.mazar.anafae@gmail.com)

Educational and Experience documents are not to be sent through email, the Educational and Experience documents will be asked by the HR Department of ANAFAE during the selection process.

The subject line of your email must be **IT & Computer Teacher VA 002/2024/ANAFAE** otherwise your application may not be considered.

The applications after the deadline will not be considered.

Only shortlisted candidates will be called for a written test.

**The position will be at X-pert Mazar Educational Center, Sancharaki Square, Haji Said Mohammad Sultani Market, 2nd floor next to Azizi Bank, Mazar-e-Sharif, Afghanistan.**

### Submission Email:

[xpert1.mazar.anafae@gmail.com](mailto:xpert1.mazar.anafae@gmail.com)

**Education & Experience**

---

Bachelor's degree in Computer Science or any other related field. At least 3 years of experience in Computer teaching Experience in Microsoft. Experience in Teaching Adobe Photoshop, Illustrator and Premier. Experience in Teaching Networking Programs Having specific skills in the related field. Ability to have various teaching plans. Proven personal management skills. Good communication Skill

**Must Have**

---

**Educational Requirements**

---

**Compensation & Other Benefits**

---