



Job Announcement

Position Title: ACCA/FIA Teacher Assistant
Duty Station: Kabul
Reports To: PDI Business Unit Manager
No. of Position: 2 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 2018 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.

PDI Background:

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

Summary:

The ACCA/FIA Teacher Assistant is responsible for assisting Business Unit Manager in maintaining and improving the quality of ACCA/FIA programs for the Professional Development Institute of the American University of Afghanistan.

The AUAF's PDI department is seeking a qualified candidate for a full time position as ACCA/FIA Teacher Assistant based in Kabul.

Key Outcomes Include:

- Providing tutoring services to ACCA/FIA students
- Designing, conducting and marking class test, assignments and mock exams
- Increasing student pass rate and enhancing program quality
- Active participation in Business Unit meetings
- Maintaining proper record keeping and filing system of ACCA/FIA classes

- Teaching lower level FIA classes if necessary
- Assisting ACCA/FIA instructors

Responsibilities:

- Assisting FIA/ACCA students out of class in their studies specially in difficult topics and exam kits
- Arranging revision and practice sessions upon the completion of FIA/ACCA classes in order to prepare students for exams
- Preparing and conducting midterm and final mock exams. Checking the tests and identifying students' weak areas, arranging more revision and practice sessions to get students ready for exams
- Coordinating with Instructors and ensuring the maintenance of proper filing system by each tutor of ACCA and FIA
- Assisting Business Unit Manager in properly scheduling classes, informing students through phone class and emails, arranging and distributing study materials
- Preparing attendance format, sharing with instructors and making sure the on-time receipt of bi-weekly and/or monthly attendance reports from each instructor.
- Properly filing the attendance record in both soft and hard copies, following up with any absent students and sharing the reasons of absentees with Business Unit Manager.
- Students' assessment according to PDI policy
- Providing comprehensive information to visitors regarding ACCA and FIA
- Arranging materials for workshops and seminars
- Assisting Manager to conduct online exams (Token access, conducting CBEs and submitting invigilation reports)
- ACCA/FIA and other course initial registration of the applicants and also exam scheduling
- Assisting manager in conduct students evaluations and in-class observations and filing the result
- Assisting the Manager in dealing with students queries and problems
- Assisting manager in marketing business unit programs and visiting donors/clients if needed
- Students' entry and registration in the AUAF Roster
- Lessons are delivered (if necessary) according to the PDI schedule and are purposefully planned and managed in accordance with the course objectives, class needs, and quality standards;
- Designing, Conducting and marking placement tests of the students and clients

Essential Qualifications:

- At least be FIA qualified/ACCA part first qualified, preference will be given to those who have passed more papers. BBA in addition to FIA/ACCA part first will also be a plus point
- Three years relevant experience
- Strong written and oral communications skills.
- Good understanding of English, Pashto and Dari

Required Skills:

- Strong interest in teaching methodology
- Strong computer skills
- Good negotiation skills
- Problem solving and decision making

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 **"ACCA/FIA Teacher Assistant"** in the subject line of the email.

Application Deadline:

All applications must be submitted on or before Mar 02, 2019. After reviews of the applications, formal interviews for the finalists will be set up in the AUAF West campus.