

Job Announcement

Position Title:	ACCA/FIA Instructor (part-time)
Duty Station:	Kabul
Reports To:	PDI Business Unit Manager
No. of Position:	3 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 Instructor is responsible for teaching ACCA/FIA courses for the Professional Development Institute of the American University of Afghanistan in Kabul.

The AUAF's PDI department is seeking qualified candidates for part time position as ACCA/FIA Instructor based in Kabul.

Responsibilities:

- 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.
- Teaching materials produced to adapt and supplement the course are appropriate to students' needs and expectations.
- Students are assessed according to Business Unit policy.
- Homework is set and marked in a timely manner.

- The Instructor undertakes to arrive in good time for classes (at least 15 minutes before class).
- The Instructor is responsible for presenting a professional image in appearance and demeanor.
- Class records (including attendance) are kept in hard and soft copy. Enough detail should be given to enable a substitute teacher to take over the class.
- The Instructor undertakes to attend Business Unit meetings or training events.

Essential Qualifications:

- At least be ACCA optional professional level. ACCA qualified members and finalists are preferred
- At least have 1 year prior teaching experience required
- If hired, the successful applicant is expected to provide official proof of academic degrees (transcripts sent from the degree granting school directly to AUAF)
- Sensitivity to religious and cultural differences
- A team-oriented individual interested in helping participants achieve results

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 Instructor"** 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.