

## Literacy and ALP Expert

<b>Location:</b>	<b>Rawalpindi Office</b>
<b>Reporting to</b>	<ul style="list-style-type: none"><li>• Project Coordinator</li><li>• Executive Director</li></ul>
<b>Collaborating with</b>	<ul style="list-style-type: none"><li>• Finance Officer</li><li>• Educational Technical Manager</li></ul>

Interested candidates may send their CVs through email; [shama@abestec.org](mailto:shama@abestec.org) .The staff is required for 5 months only. The applications must reach by 25<sup>th</sup> June,2019 COB.

### Duties and Responsibilities

Consultant is expected to perform the following responsibilities, but not limited to:

- Develop training modules according to
  - relevant content and activities (English, Urdu, Math)
  - the level of the participants
  - training objectives
- Write multiple drafts of the modules
- Proofread the drafts multiple times
- Design lessons and activities
- Work with the graphic designer to create and finalize the design for the module.
- Prepare the modules and submit within the given deadlines
- Conduct presentations for the staff
- Facilitate in development of training material including teaching and learning material
- Record keeping
- Ensure and make efforts for safeguarding and other organization polices implementation in project area

### Skills and Knowledge:

Good Content Knowledge of Urdu, English, Math and Science  
Able to Design Lessons  
Good communication skills both verbal and written in English and Urdu  
Can communicate in local languages  
Good writing skills  
Able to design training material/manuals and conduct trainings  
Proficient in MS Office (MS Word, Power Point and Excel)  
Strong interpersonal skills  
Ready to take initiatives and willing to work later hours and on weekends during emergencies and genuine need basis  
Coordination and team building skills