

## Mentor for Non Formal Education and Adult Literacy Programme

<b>Location:</b>	<b>Jacobabad</b>
<b>Reporting to:</b>	<ul style="list-style-type: none"><li>• Executive Director/ Educational Technical Manager</li><li>• Project Coordinator</li></ul>
<b>Budgeted Salary</b>	Rs. 45,000/-
<b>Gender preference</b>	Female

Interested candidates may send their CVs through email; [shama@abestec.org](mailto:shama@abestec.org). The staff is required initially for one year but the project is likely to be extended. The applications must reach by 15<sup>th</sup> January, 2020 COB.

### **Duties and Responsibilities**

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

- Conduction of project related field activates in NEF and ALP centres
- Ensure and make efforts for safeguarding polices implementation in project area
- Organize hands on training for respective teachers on using interactive learning approaches with focus on Protection issues.
- Submission of reports and case studies to project coordinator
- Conduct regular monthly progress review and planning meeting at district level
- Any other assignment which is mandatory to achieve the objectives of the program
- Able to travel to attend training and meetings at District level
- On need bases, conduct Child Protection related training.

### **Qualification:**

The following requirements for this position

- a. **Academic Qualification:** B.A/B.SC
- b. **Professional Qualification:** B.Ed.
- c. **Experience:** Minimum 3 years working as teacher and some experience as trainer.

### **Skill needed:**

- Basic computer skills (MS Office)
- Excellent communication skills in both Urdu and English a(verbal and written)

- Strong interpersonal skills (pressure handling, conflict resolution, active listening, problem solving, interactive personality, friendly working relationships)
- Be a self-motivated, versatile and adaptable to different cultures and people
- Be results oriented and able to meet strict timelines for outputs