

ADULT BASIC EDUCATION SOCIETY

128, Saifullah Lodhi Road, Rawalpindi Cantt, Phone: 051-5130225-7

Job Title: English Language Consultant for Non Formal Project

Job Location:	ABES Rawalpindi Office (address mentioned above)
Reporting to	<ul style="list-style-type: none">• Project Coordinator-LNGB• Executive Director/ Educational Technical Manager
Collaborating with	<ul style="list-style-type: none">• Assistant Project Coordinator-LNGB• Finance Office• Mentors-ALP & LN• Sindhi Language Typist
Salary	<ul style="list-style-type: none">• Market Competitive salary
Assignment Duration	<ul style="list-style-type: none">• 1 Months (short term consultancy)

ABES is a National level NGO working since 1972 on Education-Formal, Non-Formal, Advocacy, Health & Hygiene, Livelihoods, Disaster Risk Reduction.

Interested candidates may send their CVs through email; shama@abestec.org

The staff is required for 1-months. The applications must reach by 10 April 2020 COB.

Job Responsibilities

The English consultant is expected to be able to:

- Translate material in English to Formal Urdu language to assist Sindhi typist in translating the content.
- Must be fluent in English Language and have an UPBEAT and ENGAGING voice.
- Must be able to write video and audio script effectively. Although the source material and technical support will be provided by the organization.
- Must be of creative mind so that to develop content with maximum creativity.
- Must be aware of teaching pedagogy and working with children age 10 to 19 years.
- Must be confident enough before the camera and can deliver the content with graceful expressions.

Skills and Knowledge:

- Strong writing and speaking language skills (Urdu and English)
- Able to format video content/scripts etc.
- Strong interpersonal skills
- Ready to take initiatives and willing to work later hours and on weekends during emergencies and genuine need basis

ABES is an equal opportunity employer; only individuals who are shortlisted will be contacted for an interview.

Note: Individuals can apply & send their resumes directly to shama@abestec.org clearly mentioning the position title in the subject line of the email, before the stated deadline.