
JOB POSTING DETAILS

Posting Title:	Arabic Teacher
Job Code Title:	
Opening Number:	OSESGY-2018-NJO-008
Department/Office:	Office of the Special Envoy of the Secretary-General for Yemen
Location:	Amman, Jordan
Type of Contract:	IC (Individual Contract)
Duration of Contract:	4 months (4 teaching hours per week)
Posting period:	10 days

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Special Notice:

The Human Resources Section invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications (Personal History Profile – P11) to the Recruitment Unit via email OSESGYrecruitment@un.org.

Important Notice: Applicants are required to submit only the P-11 form at this time since OSESGY is not able to consider a Curriculum Vitae or Resume. Therefore, *only applications made via the UN P-11 form will be considered*. Additionally, please do not submit any supporting documents such as diplomas / educational certificates. These documents will be requested only from those candidates who have successfully passed the assessment / interview process.

Org. Setting and Reporting:

Under the supervision of Human Resources, the Arabic Teacher is responsible for the following:

- Design and deliver Arabic beginner's curriculum (unofficial and standard)
- Design additional customized Arabic language learning components specific to the needs of the students in Amman
- Prepare weekly lesson schedule
- Evaluate learning progress monthly and report back to the Human Resources

- Ability to work with flexibility and within limited time
- All tasks to be delivered in a timely manner as will be indicated in the contract
- Perform other duties as required.

QUALIFICATIONS AND EXPERIENCE

Education:

Diploma or equivalent as Licensed Teacher.

Work Experience:

At least three (5) years of relevant experience in teaching, training, lecturing and education.

Languages:

Fluency in English and Arabic (both oral and written) is required.

Assessment Method:

Evaluation of qualified candidates may include an assessment exercise which may be followed by informal interview.

Additional Information

- (1) Contracts are valid for four (4) months (16) weeks, 4 hours/week, 1 hour/lecture.
- (2) The individual contractor should reside in Amman city or in its vicinity and is able to conduct classes at OSESGY building.
- (3) Recruitment/Contract extension is subject to budget availability and service requirement and satisfactory performance.
- (4) In line with the principle of SR.103.4, contracts should not be given to contractors bearing the relationship of mother, father, sister, or brother to a serving staff member.

Required Documents after interview and selection

1. P.11 form
2. Birth certificate
3. Statement of Good Health
4. Proof of Medical insurance
5. Jordanian Nationality/ or ID
6. High/Technical School Certificate
7. Work experience certificate

United Nations Considerations:

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

No Fee:

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.