



UNITED NATIONS
ECONOMIC COMMISSION FOR AFRICA

EXTERNAL VACANCY ANNOUNCEMENT ECA/SSA/ltp/07/1

Post Title	Spanish language Teacher
Number of posts	Two
Duty Station	Addis Ababa, Ethiopia
Organizational Unit	DoA/HRSS/Language Training Centre
Type of contract	SSA (Special Service Agreement) 10 to 15 hours/week
Duration of the contract	Three months, renewable three times per year upon evidence of good performance
Payment	At the rate of 30 (thirty) USD Dollars/hour, payable in local currency at the UN official exchange rate at the time of payment
Entry on Duty	22 April 2007
Duties	<p>Under the direction of the Human Resources Services Section and the Human Resources and Finance Division, the teacher will be required to perform the following:</p> <ol style="list-style-type: none">1. Teach Spanish as a foreign language and Communication skills courses to adults;2. Plan and prepare schemes of work at the beginning of the term, as well as weekly and daily lesson plans;3. Take and keep the course participants' attendance registers;4. Assist the Coordinator to assess and classify new students according to levels through oral and written placement tests;5. Assess course participants' performance and report on their progress at the end of each term and prepare end of term reports;6. Assist in the evaluation of training materials at the end of each term;7. Prepare and assist in refining, up-dating and completing pedagogical materials;8. Help improving the efficiency of the Language Training Programme through active participation and contribution as a Language Teacher to the overall conduct and delivery of the programme;9. Use the Internet and other electronic media to offer up-to-date and high quality instruction.



Qualifications	MA degree or equivalent in Spanish with a minimum of three years of experience in teaching Spanish as a foreign language and communication skills courses.
Languages	A very good knowledge of English or French is also required
Date of issue	27 March 2007
Application deadline	13 April 2007

- Please quote the vacancy number.
- This post is for local recruitment only.
- A government of government agency employee must submit a certificate of release before commencing employment with the ECA.
- Candidates are required to be in possession of a resident visa.