



UNITED NATIONS MILITARY OBSERVER GROUP IN INDIA AND PAKISTAN
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INTERNAL / EXTERNAL JOB OPENING

Post Title and Level: Arabic Language Teacher
Section: Office of the Chief of Mission Support
Level: Individual Contractor (GL-6 Level)
Duty Station: Islamabad

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

Accountability: The position of Individual Contractor is located in the office of the Chief of Mission Support in the United Nations Military Observer Group in India and Pakistan – (UNMOGIP). The Arabic Language Teacher shall be under the direct supervision of the CHRO / Training focal point.

Responsibilities: Within delegated authority, the Arabic Language Teacher will carry out the following duties:

- Evaluates and verifies the existing level of the language knowledge of learners;
- Clearly defines didactic objectives in the syllabus in accordance with the requirements of Learning;
- Designs the course in accordance with the standards of Language Oriented Learning (LOL)
- Focuses on the identified needs of the learners;
- Improves the skills of the learners (elocution - reading - listening - writing);
- Orients new registrants to online language learning sites and mentor them as needed;
- Prepares and assigns homework exercises and prescriptions for participants;
- Monitors Time and Attendance of participants enrolled in the course;
- Submits monthly attendance report to the language class training focal point;
- Performs placement tests and organizes mid-term and end-of-cycle evaluations;

Competencies:

- **Professionalism:** Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

- **Creativity:** Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks “outside the box”; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.
- **Client Orientation:** Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Qualifications:

Education: Bachelor's degree in Arabic language or related qualifications in teaching Arabic language is required.

Experience: A minimum of seven (7) years of experience in the field of Education, mainly in teaching Arabic language is required.

Languages: Arabic, English and French are the working languages of the United Nations Secretariat. For this post, fluency in oral and written Arabic and English is required. Knowledge of Local language is desirable.

Other Skills: Good computer skills and knowledge is essential.

Closing date: 30 March 2019

Apply :

Interested applicants are required to follow the link <https://inspira.un.org/> to apply for this position by registering in the website and completing a Personal History Profile form. Applicants would be required to search for the Job Opening by searching the above mentioned positions under drop-down menu option “Consultancies” and apply online.

For any queries related to applying for the above position please contact at unmogip2@un.org.

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Please do not send original certificates/diplomas/degrees!

Qualified female candidates are strongly encouraged to apply!
Only shortlisted candidates will be called for an interview.