

**United Nations Mission in Liberia  
(UNMIL)**

**Advertisement - Vacancy Announcement- Internal/External**

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| <b>Vacancy#:</b> UNMIL-DMS-IMTC-001   | <b>Deadline:</b> August 10, 2017                   |
| <b>Post Title:</b> French Teacher-(One Position)  | <b>Level:</b> IC                                   |
| <b>Organizational Unit:</b> IMTC  | <b>Location:</b> Monrovia and Sectors              |
| <b>Initial Appointment:</b> Initial Five (5) Month subject to funding of the post and satisfactory performance.   | <b>IMIS Post#:</b>                                 |
|   | <b>Indicative Minimum Annual Gross Salary:</b> USD |
| UNMIL invites qualified external/internal applicants to apply for the position highlighted above. Applicants are requested to complete form P.11 available at UNMIL Human Resources Section and attach copies of the following: <b>Proof of Liberian nationality (Birth certificate/ Passports), educational certificates and reference letters from previous employers. Incomplete P.11 forms will not be processed. Please note that you can also apply by email to <a href="mailto:unmilrecruitment@un.org">unmilrecruitment@un.org</a> . Kindly note that applications upon receipt will be reviewed and only short-listed candidates will receive acknowledgement.</b> |  |

**Duties and responsibilities:**

Under the supervision of the Chief IMTC, the incumbent is responsible for the following:-

- Teaches an average of 48 hours per month and devotes an average of 36 work hours to course preparation and correcting learners' work;
- Train UNMIL staff and UN Agencies employees' on French language;
- Updates and creates learning material and Produce handouts for trainees;
- Carries out other staff development activities when requested. Record participant's names, ID numbers, sections, agencies monthly;
- Record UNMIL staff performances and provide certificates;
- Monitor examinations (oral, written) at the end of the training period;
- Translate handouts, dialogues for participants;
- Assist to conduct the LPE (language proficiency Examination) in IMTC.

**Profile Requirements:**

**(a) Qualification requirements:-**

**Qualification and Experience**

- High school diploma.
- Experience in Training, Adult Learning Methodology, Interactive Learning.
- Basic Knowledge of Ms. Word.
- Prior work experience within the UN in a Language Training is desirable.
- Understanding of UN Language Exam preparation for French.

**Language:**

- Excellent command of written and spoken French and Fluency in English is essential.

**(b) Competencies and values:-**

- **Professionalism**– Demonstrates ability to affectively deliver training and translation services.
- **Integrity**- Demonstrates the values of United Nations in daily activity and behavior.
- **Commitment to Continuous Learning** – Willingness to keep abreast of new developments in the field.
- **Communications** – Good communication skills and ability to clearly deliver language proficiency trainings.
- **Planning & Organizing** – work under pressure independently for tight and conflicting deadlines.
- **Teamwork** – Good interpersonal skills, ability to establish and maintain effective working relations in a multi- Cultural, multi-ethnic environment with sensitivity and respect for diversity.

- **Technological awareness** – Knowledge of standard UN applications.
- **Other** – Ability to operate independently in austere environment for protracted periods.

**Preference will be given to equally qualified women candidates.  
Completed detailed applications documentation as specified above referring to  
Vacancy# UNMIL-DMS-IMTC-17- should be forwarded to the attention of:  
Human Resources Management Section, UNMIL Logistic Base, Star Base, Monrovia**