

JOB DESCRIPTION

Position: **Community English for Adult (EFA) Facilitator**

Reporting Relationship: **EFA Team Leader**

Job Summary:

To assist in facilitating the learning of English language to non-English speaking refugees and other victims of forced migration, and organisation of community-related events that engages refugee and hosts adult learners. The EFA Facilitator is responsible for management of learners' expectations on one hand while delivering towards RLP's "Speak Your Rights" curriculum. The EFA Facilitator shall liaise with staff from other programmes and departments in and outside their project district to ensure that learners further grasp and transfer knowledge and skills on Mental Health and Psychosocial Wellbeing, Gender and Sexual Reproductive Health and Rights, Livelihood, Transitional Justice, and Advocacy

Key Performance Areas and Tasks

KPA1: Facilitation

1. Conduct registration of interested forced migrants with need to join the Speak Your Rights' course
2. Conduct orientation for English for Adult Learners
3. Teach Adult learners functional English, numerical and practical skills to help them in running their day to day affairs
4. Coordinate with class leaders in respective classes to ensure that classes are run in a systematic manner and order
5. Periodically organise English for Adults inter-Centre debates for the learners to help them develop confidence in the language taught through educational arguments
6. Organise inter-district annual debates to facilitate peer learning from learners in other districts
7. Prepare lesson plans for the class assigned to fit within the specified period of study (term)
8. Support enrolment for EFA learners for further vocational trainings
9. Support the EFA Team Leader and Field Office Coordinator in organising and conducting community-related events

KPA2: Assessment

10. Give assignments to learners in time and making sure that the given assignments are marked and results handed over to the learners on time;
11. Ensure that results are presented to the Team Leader and present lists for learners ready for graduation
12. Organise annual poetry, writing and painting competition on key social problems
13. In consultation with the Livelihood Officer, facilitate English for Adult learners social enterprising projects

KPA3: Documentation and Reporting

14. File all EFA materials in a way that can make them easily accessible by users;
15. Ensure that all information disseminated to learners is given in proper manner and in the languages understood by the learners;
16. Keep an up to date list for all learners and follow-up on irregular attendees
17. Attend in-house and out of office meetings/workshops whenever requested
18. Support the EFA Team Leaders in data entry for appropriate online and offline documentation tools and other data capturing tools to be established

Job Requirements

- Diploma in Adult Education, Primary Teacher Education, or any related field
- Possession of a valid driving permit (Class A) is a MUST
- One year's experience in teaching adult learners
- Residence in Adjumani or Kiryandongo or Lamwo
- Strong written and spoken English
- Fluency in one or more of the languages spoken in refugee communities
- Self-motivated, versatile and adaptable to different cultures and people