



JOB DESCRIPTION AND DUTIES – NEW RECRUITMENT FOR LANGUAGE DEPARTMENT

Senior (Head of Language Department)

Mission:

- Ensure overall coordination of the language department
- Develop learning of French in Namibia

Tasks:

DIDACTIC

- Implementing new types of courses to adapt to the need of French courses outside FNCC (in schools far from FNCC in particular), intensive courses, classes on Friday and Saturday...
- Modernizing and adapting our teaching methods, in particular by implementing e-learning at FNCC but also for clients that cannot come to the Centre
- Organizing the DELF-DALF
- Recruiting teachers
- Training new teachers

MARKETING

- Developing the department : prospecting new audience, within the educational system but also searching for corporate consumers
- Meeting with potential clients: administrations, companies, association of French teachers, NGO...
- Promoting the French language and the FNCC, in conjunction with the events planner/communication officer
- Prospecting in other regions to develop French learning outside Windhoek
- Reviewing our fees policy, in order to adapt to the reality of customers : increasing the fees for successful courses, reducing for others or to retain our clients

COORDINATION

- Liaising with the Director and reporting regularly on activities
- Interfacing between Director and teachers' team
- Assessing regularly our courses, and making sure that our teachers meet our standards
- Managing the language department budget and making sure all our classes are profitable
- Maintaining and developing a network with the schools, the educational system, the association of French teachers, the alumni...
- Organizing the Francophonie, in partnership with francophones stakeholders

Qualifications and Skills:

- Preferably Master Degree in Education, in French as a foreign language
- Fluent in French and English
- Skills in marketing
- Computer literate and good organizational skills
- Good interpersonal skills (communication, team spirit, constructive relationship)
- Five years of teaching experience
- Habilitation DELF/DALF (could be organized by FNCC)

Junior (Assistant to Senior in Language department)

Missions:

- Assist the head of language department
- Managing the Campus France space and France Alumni space

Tasks:

ADMINISTRATION

- Manage timetables of teachers
- Administrator of the Hanaf software (management software for a teaching center)
- Choice and purchase of teaching materials
- Quarterly reports on the department
- Responsible for the maintenance of the classes (materials for the classes, cleanliness of the rooms)
- Coordination of registrations with the receptionist
- Timetable of learners
- Welcoming and orienting the public physically, by telephone and by emails
- Updating of placement assessments

DIDACTIC

- Courses for children and teenagers
- Replacing teachers when unavailable
- Designing exams preparation courses (DELF-DALF)
- Assessment of new students by placement test
- Coordination of end-of-term evaluations

Qualifications and Skills:

- Preferably Bachelor Degree in Education, in French as a foreign language
- Fluent in French and English
- Computer literate and good organizational skills
- Good interpersonal skills (communication, team spirit, constructive relationship)
- 2 years of teaching experience

Contact: **Ly Ann Van Wyk, Deputy Director of FNCC at +264 61 387 332 or secgen@fncc.org.na**