

Current Employment Opportunities

Project Based Consultants

We currently have the following openings for Project Based Consultants:

Afghanistan Skills Development Project - Faculty Teaching Staff 2

Please note that due to the high level of interest in our adverts
only shortlisted candidates will be contacted.

Current Employment Opportunities

Afghanistan Skills Development Project – Faculty Teaching Staff

National Institute of Management and Administration (NIMA), Kabul

Opportunities in:

- Accounting & Financial Management
- Management & Administration
- Information & Communications Technology (ICT)

1. Introduction and background

Maxwell Stamp PLC (MSP), a leading international economics consultancy based in London, UK, is the principal contractor for the *Consultant Services for Curricular and Academic Development Activities for NIMA* component of the World Bank-funded project entitled: **Afghanistan Skills Development Project (P102573; Grant No H352-AF)**. This project concerns the creation of a National Institute of Management and Administration (NIMA) that responds to a Government of Afghanistan initiative to establish an intensive education program in management and administration to train domestic experts in fields such as management, accounting, procurement, auditing, computers and information technology, English and secretarial functions.

2. Responsibilities of Faculty staff

The specific tasks assigned to Faculty staff are as follows:

- assist the Senior Faculty Experts with the preparation of curricula and teaching and course materials for the faculty concerned
- delivery of approved teaching curricula and courses to students in accordance with the semester timetable at NIMA
- support the Teacher Development Programme Expert and Faculty Trainers with the implementation of a Teacher Development Programme for Afghan Teacher Trainees (ATTs) at NIMA; this includes the mentoring and tutoring of the ATTs
- other tasks and/or responsibilities as required and agreed with MSP.

3. Prerequisite qualifications and profile for the post

The minimum requirements for available positions are as follows:

- advanced university qualification in the field related to the faculty concerned (i.e. Management & Administration, Accounting & Financial Management or ICT) and/or relevant field
- minimum of five (5) years teaching experience in the subject area (Management, Accounting & Financial Management or ICT) from a recognised university and/or post-secondary education institution
- experience with training teacher trainees
- fluency in English (experience with teaching English as a foreign language is an asset)
- IT conversant (in particular with Microsoft Office software)
- ability to work proactively and within a team structure
- ability and willingness to work irregular hours.

Applications for the post are open to all nationalities.

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4. Location of assignment

The services are to be delivered at designated NIMA offices/facilities in Kabul, Afghanistan. Attendance in the office is required during the Client's normal working hours. No field visits and/or meetings are foreseen outside of Kabul.

Qualified, interested, applicants should send the following to dcooper@maxwellstamp.com:

- covering letter describing the applicant's skills and experience and suitability for the position applied
- full, detailed curricula vitae
- letter of reference from a traceable professional referee
- full contact information (i.e. address, telephone number, facsimile, e-mail address, etc) for at least three referees
- proof of academic qualifications – i.e. signed, attested copies of degrees, diplomas, certificates, etc.

Please state "Afghanistan Skills Development Project – Faculty" in the subject line of the email