

Major Duties – Regional English Language Office (RELO) Assistant Position

English Access Micro scholarship Program (20%)

Serves as the main point of contact for the English Access Micro scholarship Program in the RELO region. With the RELO, plans Access budget allocations in Tanzania and across the region. Develops new Access sites by drafting and sharing notices of funding opportunities (NOFOs), surveying locations, and actively participating in teacher and student vetting and selection. Monitors and evaluates Access classes to ensure high-quality instruction and compliance with policy by regularly conducting site visits and reviewing reports, and keeps the RELO and implementing partners updated on their status. Develops and coordinates professional development and exchange opportunities for Access teachers, coordinators, students, and alumni. Advises constituent Posts on Access related matters, including but not limited to provider/teacher/student vetting and selection, monitoring and evaluation, training, and alumni. For these purposes, the incumbent may be required to travel outside Dar es Salaam or Tanzania as appropriate.

English Language Fellows and English Language Specialists (20%)

Serves as the main point of contact for the EL Fellow and Specialist programs in the RELO region. Assists in identifying potential host institutions for EL Fellows and Specialists and negotiates a realistic project description as well as cost-sharing from the host institution for the program. Actively participates in the vetting and selection of EL Fellows and Specialists. Consults and provides professional and logistical support (to the extent called for by constituent posts) for EL Fellows and Specialists throughout the RELO region. Prepares any required reports or communication as needed regarding the evaluation or effectiveness of the EL Fellow and Specialist program. For these purposes, the incumbent may be required to travel outside Dar es Salaam or Tanzania as appropriate.

Program Planning (10%)

Under the very general guidance of the Regional English Language Officer, designs and implements Post's English language programs. Since the RELO is in a regional position, spending over 50% of his/her time out of Dar es Salaam or Tanzania, the RELO Assistant is expected to initiate and carry out English Language Program projects, using his/her own judgment, experience, and knowledge of the English teaching profession and the situation of English teaching in and outside of Tanzania. Both with the RELO and in his/her absence, consults with ministry officials, department heads, teacher trainers, English teaching program administrators, English teaching related professional associations and teachers nationwide on English teaching

in order to design programs which both fit in with the Post's ICS goals and initiatives, and the needs of the RELO Dar es Salaam English teaching community.

Seminars, Conferences, Workshops, and Meetings (10%)

Advises the RELO, PAO and CAO on the types of events to hold and which audiences to target. Works directly with educational officials at both high ministerial and local levels to prepare events. Selects materials for these events. May present substantive workshops, lectures, or speeches as appropriate at such events. Prepares reports for State evaluating the effectiveness of the events. Attends meetings with the RELO as requested and translates for the RELO as needed. For these purposes, the incumbent may be required to travel outside Dar es Salaam or Tanzania as appropriate.

RELO Regional Work (10%)

Assists the RELO with regional work as needed and appropriate. Assists in identifying or designing possible regional projects that will support Post's ICS, the Tanzanian ET community, and the RELO's regional activities and goals. Assists the RELO with RELO activities in the region as needed and appropriate. For these purposes, the incumbent may need to travel outside Dar es Salaam or Tanzania as needed and appropriate.

Virtual & Other Exchanges (10%)

Manages ECA/A/L's suite of online learning programs, including but not limited to the AE E-Teacher courses and MOOCs and the American English Live series. With the RELO and constituent Posts, devises a virtual programming strategy and determines program allocations for RELO's region. Announces the programs through in-person, digital and mobile outreach activities, and manages all related correspondence. Vets and nominates E-Teacher course candidates from Tanzania and advises posts on vetting and selection. Organizes and facilitates viewing sessions of the American English Live series and advises constituent Posts and educational contacts on similar activities. Monitors participant progress, troubleshoots challenges, and evaluates learning outcomes for all online programs. Prepares and distributes program certificates and organizes certification ceremonies, as necessary.

Plans and implements those aspects of Post's exchange programs that relate to English teaching and American Studies at the secondary level, including summer institutes in ET methodology and American Studies for secondary school teachers of English, and Fulbright, IV or VOLVIS programs for English teachers at the secondary or tertiary level. Exchange support includes, but is not limited to, visiting educational institutions to interview potential candidates for the various programs, corresponding with the candidates, processing applications, consulting with the participants selected and elements in State to arrange programs that best fit the professional needs and interests of the participants, and arranging candidates' travel. Prepares any required reports at the conclusion of an exchange program or grant as needed for follow-

up activities. For these purposes, the incumbent may need to travel outside Dar es Salaam or Tanzania as needed and appropriate.

Digital Presence & Materials (10%)

Has responsibility for designing, implementing, and maintaining a website, Facebook page, Twitter feed, and WhatsApp account for the RELO. These should be both informational as well as active in their design and function. Advises the RELO on active dialogs and other online activities that could take place. Helps to identify and solicit potential participants in online activities. Administers the online and mobile activities, such as managing WhatsApp groups. Shares official and other information on the website, Facebook, Twitter and WhatsApp relevant to the RELO's audience. Keeps up-to-date on changes to official digital media policy. Has responsibility for the ordering of ECA/A/L English language program materials and commercially published materials as needed. Supervises the distribution of all incoming and outgoing ET materials. Works with professional teaching associations on the promotion of the English Teaching FORUM and other State materials as may be appropriate. Manages the RELO resource materials. Takes responsibility for the distribution of other materials created under grants from the RELO for such development.

Administrative Responsibilities & Professional Contacts (10%)

In coordination with the RELO and the Financial Management Office, keeps track of the RELO budget. Keeps required office records and files including, but not limited to, contact database, distribution lists, guest lists, an inventory of materials and resources on hand, and appropriate reports on all RELO activities. Drafts office correspondence in English and Swahili as appropriate, including, but not limited to, cables, email messages, invitations, thank-you notes, event proposals, and evaluation reports. As Grant Officer Representative (GOR), drafts, oversees and monitors RELO grants across the region.

Maintains substantive contacts in the RELO region's ET community at the ministerial, university, and secondary education levels, as well as in the commercial ET sector. Assists PAO staff in maintaining databases of key contacts. Meets ET professionals both inside and outside the office. For these purposes, the incumbent may need to travel outside Dar es Salaam or Tanzania as needed and appropriate.

Position holder will be required to perform other duties as assigned by the supervisor.