

ADULT BASIC EDUCATION SOCIETY

Job Title: Field Supervisor

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| Job Title & Location: | Field Supervisor – 2 vacancies (for ABES Head Office, Gujranwala) |
| Reporting to | <ul style="list-style-type: none">• Project Coordinator-Female Adult Education & Skill Training Project• Executive Director ABES |
| Collaborating with | <ul style="list-style-type: none">• Teachers• Finance Office• Field Mentors• Consultants |
| Salary & Benefits | <ul style="list-style-type: none">• Monthly salary of Rs. 42350/- (including of all allowances)• No other benefits |
| Gender | <ul style="list-style-type: none">• Female Only |

ABES is a National level NGO working since 1972 on Education-Formal, Non-Formal, Advocacy, Health & Hygiene, Livelihoods, Disaster Risk Reduction.

Interested candidates may send their CVs through email; ernestvdavid@gmail.com . The applications must reach by **8th April 2022** COB.

Project Background:

The Female Adult Education and Vocational Skill Training project funded by Relief Board of the Netherlands Reformed Congregations (RBN) is designed to support and increase literacy rate especially among mothers and future mothers (age bracket 16 – 35 years of age) in rural communities of Punjab. This project will provide women an opportunity to improve their existing skills and learn new skills (vocational) for their income generation by training illiterate females on functional literacy and numeracy skills enabling them to read the Word of God and be aware of it.

Job Responsibilities

The Field Supervisor is expected to perform the following responsibilities, but not limited to:

- Conduction of project related field activities in Female Adult Education and Skill Project.
- Ensure and make efforts for implementation of ABES code of conduct in project area
- Organize hands on training for respective teachers on using interactive learning approaches with focus on Protection issues (within clusters and centers).
- Submission of reports and case studies to project coordinator
- Conduct regular monthly progress review and planning meeting at cluster level
- Able to travel to attend training and meetings at ABES offices in Gujranwala and Rawalpindi
- Deliver model lessons and provide on job training/facilitation to teachers

- Maintain center record in the form of attendance record, visitation record, assessment record etc.
- Keep record of teachers and learners progress assessment
- Identify and report weak areas of teachers before refreshers
- Have extensive knowledge of quality assurance in vocational skill training and in execution of skill training plan
- Candidate must have knowledge of Urdu and English Language in Reading, Writing and Speaking
- Candidate must have English and Urdu typing skill.
- Candidate must have skill to deliver demonstrative lessons to teachers/learners

Qualification:

The following requirements for this position

- a. **Academic qualification:** B.sc/M.A
- b. **Professional Qualification:** B.Ed. / M.Ed.
- c. **Experience:** Minimum 3 years' experience as a teacher or trainer.

Skills needed:

- Excellent skills on the content of English, Mathematics and Urdu.
- Urdu and English Typing Skill
- Basic computer skills (MS Office)
- Excellent communication skills (verbal and written)
- Strong interpersonal skills (pressure handling, conflict resolution, active listening, problem solving, interactive personality, friendly working relationships)
- Be a self-motivated, versatile and adaptable to different cultures and people
- Be results oriented and able to meet strict timelines for outputs

Only individuals who are shortlisted will be contacted for test, and interview.

Note: Individuals can apply & send their resumes directly to ernestvddavid@gmail.com clearly mentioning the position title in the subject line of the email, before the stated deadline.

APPLICATION FORM

1. Name of Post (applied for): _____

2. Name of Candidate : _____

3. Fathers/Husband Name: _____

Photograph

4. Date of Birth: _____ 5. Gender: Male Female 6. Domicile: _____

7. CNIC No: _____ 8. Cell No: _____ 9. Religion : _____

8. Educational Qualifications:

| S.No. | Degree/Examination | Year of Passing | University/Board | Class/Division | Specialization (if any) |
|-------|--------------------|-----------------|------------------|----------------|-------------------------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |

9. Professional Qualifications (Certifications):

| S.No. | Degree/Examination | Year of Passing | University/Board | Class/Division | Specialization (if any) |
|-------|--------------------|-----------------|------------------|----------------|-------------------------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |

10. Experience:

| S.No. | Name of Institution | Designation | Duration | Regular/Temporary |
|-------|---------------------|-------------|----------|-------------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |

11. Address:

a. Postal Address : _____

b. Permanent Address : _____

Signature of Candidate