

**TERMS OF REFERENCE FOR
ECOWAS NATIONAL VOLUNTEER TEACHERS IN LIBERIA**

1. ECOWAS National Volunteer (ENV) Assignment Title: Teachers (05 positions), broken down as follows

SECONDARY EDUCATION	NUMBER OF VOLUNTEERS
MATHEMATICS TEACHER	02
COMPUTER SCIENCE TEACHER	01
BASIC SCIENCE TEACHER	02
TOTAL	05

2. Duration: 12 Months (possible renewal based on performance & fund availability)

3. Duty Station : Various locations in Liberia

4. Category : ECOWAS National Volunteers (with supervisory duties)

5. Expected starting date : 01 October 2022

6. Deadline for applications : 19th August 2022

7. Brief Project Description:

In line with its vision 2020, the Economic Community of West African States (ECOWAS) is implementing a Volunteers Programme that cuts across all areas/sectors of activities of the ECOWAS Commission and its sister Institutions.

ECOWAS Volunteers are a group of volunteer men and women (18 to 35 years old) from ECOWAS member States, with the capacity to adapt to different social, cultural and political circumstances. They are deployed in selected community-based associations, national and international non-governmental organisations (NGOs), and specialised agencies that are active in socio-economic, cultural, political, and humanitarian work. The volunteers will help consolidate peace, recovery, national reconciliation and rehabilitation in crisis-affected communities. Members of the volunteer corps also work to strengthen the capacities of local organisations by assisting them in the development and implementation of projects and programmes. This initiative complements existing programmes for Peace Building and national volunteers' programmes in ECOWAS Member States. It helps to address the structural causes of vulnerability, instability or outbreaks of violence in the region.

The ECOWAS Volunteers Programme (EVP) is centralized in organisation, but decentralized in its application to allow for flexibility and adaptation to the current realities of each country. The strategic directions, including the formulation of the overall vision, goals and objectives of the Programme, is the responsibility of the Regional Coordination Council (RCC), whose role, among others, is to ensure that the EVP becomes a genuine voluntary arm of ECOWAS.

Being a cross-cutting programme, the ECOWAS Volunteers Regional Coordination Council (RCC) includes representatives of relevant departments of the ECOWAS Commission. The RCC is chaired by the



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Commissioner for Human Development and Social Affairs of the ECOWAS Commission. She is assisted by the Director of the ECOWAS Youth and Sports Development Centre (EYSDC), Secretary to the RCC.

The executive arm of the RCC is the Regional Office, provided by the EYSDC in Ouagadougou (Burkina Faso). The programme's regional coordination activities are coordinated by a Regional Coordinator under the supervision of the EYSDC Director. Although the EVP is under the Youth Division of the EYSDC, it is directly supervised by the EYSDC Director for effectiveness.

At the National level, the National Coordination Council (NCC) serves as the national body through which national policy guidelines for the Programme are given. This Council works towards the understanding and entrenchment of the Volunteer Programme in the national environment. It also serves as advisor to the country office, headed by the Country Coordinator, and which is responsible for the implementation and coordination of the Programme at national level. The NCC is chaired by the Head of the ECOWAS National Office in the country. It is made up of Focal Points/Representatives of the various ministries, Civil Society Organisations, United Nations Agencies and local youth associations involved in the implementation of the Programme at the National level.

8. Host Agency/ Institution:

Successful candidates will be deployed to various host agencies/institutions under the Ministry of Education of Liberia.

9. Description of Duties and Qualifications:

POSITION	DUTIES	QUALIFICATIONS	EXPERIENCE AND OTHER REQUIREMENTS
<p>MATHEMATICS TEACHER (JSS/SSS)</p> <p>2 VACANCIES</p>	<ul style="list-style-type: none"> • Teach the subject matter • Follow schemes of work for Mathematics at all Key Stages • Develop daily lesson notes and weekly lesson plan • Develop and ensure adequate use of teaching aids • Ensure the effective/efficient deployment of classroom support • Ensure a high-quality learning environment within the Mathematics area • Ensure discipline and encourage good practices with regard to punctuality, behaviour, standards of work and homework • Promote aspects of Personal Development related to Mathematics • Update professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology, in general, and in the curriculum 	<ul style="list-style-type: none"> • Minimum of Bachelor's degree or equivalent in Mathematics or other related science courses. • A post graduate qualification and a certificate in Education will be an advantage 	<ul style="list-style-type: none"> • 2 years teaching experience • Knowledge of post conflict community • Willingness to live and work in remote locations. • Excellent writing and verbal communication skills • excellent classroom management skills • Team player • Ethical • Ability to communicate in English is compulsory



	<p>area of Mathematics</p> <ul style="list-style-type: none"> • Evaluate and monitor the progress of students and keep up-to-date student records as may be required. • Establish Mathematics Clubs in schools 		
<p>COMPUTER SCIENCE TEACHER (JSS/SSS)</p> <p>1 VACANCY</p>	<ul style="list-style-type: none"> • Teach the subject matter • Follow schemes of work for Computer Science at all Key Stages • Develop daily lesson notes and weekly lesson plan • Develop and ensure adequate use of teaching aids • Ensure the effective/efficient deployment of classroom support • Ensure a high-quality learning environment within the Computer Laboratory • Ensure discipline and encourage good practices with regard to punctuality, behavior, standards of work and homework • Promote aspects of Personal Development related to Computer Training. • Update professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology, in general, and in the curriculum area of Computer Science. • Evaluate and monitor the progress of students and keep up-to-date student records as may be required. • Establish computer science Clubs in schools 	<ul style="list-style-type: none"> • Bachelor's degree or equivalent diploma in Computer Science, Information Technology or other related science courses • A postgraduate qualification and a certificate in Education will be an advantage. 	<ul style="list-style-type: none"> • 2 years teaching experience • Knowledge of post conflict community • Willingness to live and work in remote locations. • Excellent written and verbal communication skills • Excellent classroom management skills • Team player • Ethical • Ability to communicate in English is compulsory
<p>BASIC SCIENCE TEACHER (JSS/SSS)</p> <p>2 VACANCIES</p>	<ul style="list-style-type: none"> • Teach the subject matter • Follow schemes of work for in any of the Sciences at all Key Stages • Develop daily lesson notes and weekly lesson plan • Develop and ensure adequate 	<ul style="list-style-type: none"> • Bachelor degree or Certificate in any of the major related science courses (Physics, Chemistry, Biology, etc). 	<ul style="list-style-type: none"> • 2 years teaching experience • Knowledge of post conflict community • Willingness to live and work in remote locations.



	<p>use of teaching aids</p> <ul style="list-style-type: none"> • Ensure the effective/efficient deployment of classroom support • Ensure a high-quality learning environment within the basic sciences • Ensure discipline and encourage good practices with regard to punctuality, behavior, standards of work and homework • Promote aspects of Personal Development related to Physics • Update professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology, in general, and in the curriculum areas of the basic sciences • To evaluate and monitor the progress of students and keep up-to-date student records as may be required. • Establish Science Clubs in schools 	<ul style="list-style-type: none"> • A postgraduate qualification and a certificate in Education will be an advantage. 	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Excellent classroom management skills • Team player • Ethical • Ability to communicate in English is compulsory
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10. Conditions of life

Liberia is a growing post-conflict country with a desire to improve its social and economic institutions. The Ministry of Education and the host institutions will assist the volunteers to integrate into the communities and facilitate the provision of appropriate accommodation facilities.

11. Conditions of service

A one year contract with the possibility of extension, following positive performance appraisal and if funds available. A modest Monthly Living Allowance of 683.13 USD will be paid monthly to the volunteers plus a full life and health insurance cover. At the beginning of the assignment, a settling-in grant will be paid and a resettlement grant will be provided at the end of the assignment.

Other conditions and benefits as stipulated in the EVP Management and Administration Manual and Handbook of Conditions of Service shall also apply.

12. Other Conditions

The position is open to **ONLY Nationals of The Republic of LIBERIA**, aged not more than 38 years by the date of recruitment.

This position is considered a non-family ECOWAS National Volunteer position, with supervisory duties.



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13. Language Requirements:

- Perfect command of the English language (written and oral) is mandatory.
- Knowledge of any other official language of ECOWAS (French or Portuguese) will be considered an asset / advantage

14. Composition of Application:

- A signed letter of application/motivation in English language addressed to the Director, EYSDC, Ouagadougou, Burkina Faso
- A detailed Curriculum Vitae highlighting specific skills and experiences of the candidate
- Copies of diplomas and certificates/work certificates. Certificates will be checked to ascertain their authenticity.
- Copy of international passport or National Identity Card
- A police clearance certificate of less than three months (will be required before assumption of duty).

15. Submission of Applications

Applications MUST be submitted by email to the address: cjds@ecowas.int with any one of the following appropriate titles (depending on the position you are applying for) as subject line of your email message:

- 🚩 **APPLICATION FOR THE POST OF ECOWAS NATIONAL VOLUNTEER MATHS TEACHER IN LIBERIA;**
- 🚩 **APPLICATION FOR THE POST OF ECOWAS NATIONAL VOLUNTEER COMPUTER SCIENCE TEACHER IN LIBERIA;**
- 🚩 **APPLICATION FOR THE POST OF ECOWAS NATIONAL VOLUNTEER BASIC SCIENCE TEACHER IN LIBERIA.**

APPLICATIONS THAT DO NOT CARRY THE RIGHT SUBJECT/TITLE WILL BE DISQUALIFIED AUTOMATICALLY.

APPLICATIONS MUST BE RECEIVED NO LATER THAN FRIDAY 19TH AUGUST 2022 AT 5 PM OUAGADOUGOU TIME. APPLICATIONS THAT ARRIVE AFTER THE DEADLINE WILL NOT BE CONSIDERED.

The ECOWAS Volunteers Programme is committed to promoting gender equality and equity. To this end, female candidates are strongly encouraged.

Only shortlisted candidates will be contacted.

The ECOWAS Volunteers Programme reserves the right to terminate the process without notice.