



## **Position Title: Language Instructor (All Interested Candidates)**

Announcement Number: DaresSalaam-2024-050

Hiring Agency: Embassy Dar Es Salaam

Open Period: 10/07/2024 - 10/21/2024 Format MM/DD/YYYY

Vacancy Time Zone: GMT+3

Series/Grade: LE - 0205 8

Salary: TZS TSh42,293,136 /Per Year

Work Schedule: Full-time - 40HRS PER WEEK

Duty Location(s): **1** Vacancy in Dar Es Salaam, TZ

Who May Apply/Clarification From the Agency: All Interested Applicants / All Sources

Summary: The U.S. Mission in Tanzania is seeking eligible and qualified applicants for the **Language Instructor** in the Human Resources Office.

## **Duties**

### **Job Overview:**

Incumbent serves as Language Instructor for the Mission to include developing materials and teaching classes in Kiswahili to direct-hire Americans and EFMs. Participates in and/or coordinates a variety of special projects, including the Mission quarterly cross-cultural orientation event. Provides basic translation services to the front office and others, including help

with speech writing. Back-up of Translator/Interpreter position when needed. This position is located in the Human Resource Office and the incumbent reports directly to the HRO.

### **Duties:**

#### **Post Language Program - 80% of duties:**

- 1) Schedule and provide Kiswahili instruction of different level students across agencies under ICASS. Also provide exclusive and tailor-made Swahili sessions to the Front Office under different circumstances. Initially, interviews and provide an aptitude test to identify students' various levels. When teaching, corrects imperfect pronunciation and structure by using various teaching methods. Administers language tests to students at various states of their development to determine students' levels and progress.
- 2) Maintains students record of attendance, materials covered, proficiency levels, classroom mini library for books and other teaching aids and change or updates when necessary.
- 3) Liaise and coordinate with Foreign Service Institute (FSI) on matters related to funding and language teaching principles and standards. Prepares initial budget for FSI funded language programs. Formulates an annual proposal for FSI's funding geared towards post's language needs.
- 4) Design, plan, prepare, coordinate FSI funded Language and Cultural Immersion Programs and/or any other off-site language related programs. Is an officially designated Occasional Money Holder to pay vendors during immersion trips.
- 5) Design, plan, prepare and facilitate the entire Mission Cross Cultural Awareness Training program to all mission employees. Provide guidance to the Front Office on various cultural related matters as may arise.
- 6) Promote, market, and oversee Post Language Program (PLP), support and ensure quality assurance of Embassy contracted locally engaged language school tutors and their performance.
- 7) Provide written or verbal, non-technical translation and interpretation services to management section, or Front Office of upon request from any other agency or section. Provide advice and recommendations to the Mission on all translation and interpretation related matters.
- 8) As an active member of DEIA council, propose, introduce, and facilitate various ideas and initiatives based on DEIA values. Collaborate with other agencies DEIA committees, as well as Mission DEIA Council, to support DEIA mission values, by proposing, introducing new cultural awareness topics, while maintaining traditional Post basic cross cultural awareness trainings.
- 9) Provide support to other sections/teams/agencies and advice or provide guidance on various language and cultural related matters.
- 10) In collaboration with CLO office, promote Swahili and cultural related program by writing a weekly column on Swahili language or any other cultural related issues.

#### **Special Projects - 20% of duties:**

Translates, from English into Kiswahili and vice versa, material that is mainly non-technical, such as correspondence relating to some phase of post's programs or involving some subject matter knowledge such as non-technical fiscal or scientific material written for the layman. Acts as an interpreter at various embassy gatherings, such as meetings, orientations, seminars etc. Performs other administrative duties as assigned by the supervisor.  
Record Keeping - maintains all PLP related records and policies.

*Note: This position description in no way states or implies that these are the only duties to be performed by the incumbent. The incumbent will be required to perform other duties as assigned by the agency.*

## Qualifications and Evaluations

### Requirements:

All selected candidates must be able to obtain and hold a:

- Security certificate; and
- Medical certificate

All selected candidates will be subject to a background investigation and a pre-employment medical exam.

Selected candidate must be able to begin working within a reasonable period of time upon receipt of agency authorization and clearances/certifications or their candidacy may end.

### Education Requirements:

- A bachelor's degree in education or linguistics and a certificate in teaching Kiswahili to foreigners is required.

*Please address this factor in your ERA application under Education.*

### Evaluations:

You will be evaluated against the qualifications and requirements in this vacancy announcement.

You may be asked to complete a pre-employment language or skills test.

You must complete the application form and provide the required documents. Your application must address all the position qualifications and requirements including education, experience, language, and any knowledge/skills/abilities listed. If you fail to submit a complete application, then your application may be disqualified for this position.

### Qualifications:

#### Experience:

- Three (3) years of experience in teaching Kiswahili language as a foreign language to non-native speakers is required. This must include one (1) year of translation/interpretation experience.

*Please address this factor in your ERA application under Major Duties and Responsibilities.*

**Language:**

- Level IV (Fluent) Speaking/Reading/Writing English is required. Level IV (Fluent) Speaking/Reading/Writing Kiswahili is required. *(This may be tested)*

**Job Knowledge:**

Detailed knowledge of grammar, idiom, syntax, and pronunciation of Kiswahili, and good knowledge of local culture. Good knowledge of host country cultural, social, economic, political and security background and the differences that exist between both countries. Knowledge of current events and trends to organize immersion trips, field trips and other activities.

*Please address this factor in your ERA application under Major Duties and Responsibilities.*

**Skills And Abilities:**

- Abilities to communicate effectively with the relatively mature level of students being taught in order to retain their interest and motivation and to assist them in developing their language ability rapidly.
- Ability to use basic computer and office software.

*Please address this factor in your ERA application under Major Duties and Responsibilities.*

**Benefits and Other Info****Benefits:****Agency Benefits:**

The U.S. Mission in Tanzania offers compensation package that may include health, separation, and other benefits.

**Required Documents:**

*Please upload **all** applicable documents to your application. If you fail to submit a complete application, then your application may be disqualified for this position.*

**All Applicants:**

- Proof of Citizenship

- Work Permit (if applicable)
- University Degree
- University Transcript
- Certificate in teaching Kiswahili to foreigners

**[APPLY HERE](#)**