

AMERICAN UNIVERSITY OF BEIRUT
Career and Placement Services
Student Affairs

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JOB VACANCY FORM

Full-time **Part-time** **Summer-Job** **Internship**

Interested candidates may send by email to: Dr. Maryam Ghandour (mg03@aub.edu.lb) specifying the reference number: 270217-14:

- 1- Their resume**
- 2- Cover letter**
- 3- Three references with contact information**

Job Title: ICT in Education Program Coordinator

Application Deadline: March 3, 2017

Reference Number: 270217-14

Company Description

TYPE: **Local** **Regional** **Multinational**

INDUSTRIAL SECTOR: Educational & Training Services

BRIEF FIRM PROFILE/ DESCRIPTION: Our organization is a leading American non-profit organization engaged in international education, training and development activities in the Middle East and North Africa. Founded in 1951, our organization in its early years focused on promoting U.S. study to students in the MENA region and managing U.S. scholarships and exchanges such as the flagship Fulbright Foreign Student Program. While these important programs continue apace, our work has expanded significantly. Today our organization programs and services touch the lives of half a million individuals a year - improving educational opportunities and quality, strengthening local institutions, and developing language and professional skills critical for success in the global economy.

Job Description

Our firm has an immediate vacancy for a Beirut-based **(ICT in Education Program Coordinator)** for the USAID-funded “**Quality Instruction towards Access and Basic Education Improvement - (QITABI)**” in Lebanon. This position is for a Lebanese national.

Background: QITABI is a four year, \$41.2 million project that will aims to improve both access to education and learning outcomes in primary public schools, in addition to supporting institutional effectiveness across MEHE (Ministry of Education and Higher Education) in Lebanon. The project has three components:

- Component 1: Improving reading outcomes for primary level public school students
- Component 2: Expanding access to safe and relevant education for vulnerable public school students
- Component 3: Strengthening management (resilience) in the education system to better direct and monitor education

The vacancy for an ICT in Education Program Coordinator falls within component 2 of the project which includes procurement of ICT equipment and a professional development activity that will enable both Direction d'Orientation Pédagogique et Scolaire (DOPS) and the schools to effectively use ICT in teaching and learning.

In line with Lebanon's National Educational Technology Strategic Plan, technology related professional development should provide teachers with opportunities to apply new learning through connecting technology to the curriculum, national academic standards and assessment and accountability measures. In QITABI's support to DOPS to integrate ICT into teaching and learning, QITABI is proposing a model that merges ICT and education. To that end, the project's Program Coordinator, who will be working at the Ministry of Education and Higher Education /DOPS, will work closely with an ICT in Education Specialist to develop a comprehensive plan and coordinate all related program activities to support:

Technology integration for DOPS councilors and teachers: will focus on content, content specific pedagogies (learner-centered approaches that are vital to ensure that the use of technology will bring about authentic learning experiences) and content focused assessment

Primary Responsibilities

Provide assistance to the Ministry of Education and Higher Education/Direction d'Orientation Pédagogique et Scolaire (DOPS) in supporting the implementation and coordination of QITABI project component 2 activities and other related activities with ministry units and targeted public schools. The ICT in Education Program Coordinator will work under the guidance and direction of the Director of DOPS at MEHE and in coordination with the ICT Specialist and QITABI Professional Development Program Manager.

The planned key activities under the QITABI project that the ICT in Education (ICTE) Program Coordinator will support in implementing include:

- Coordinate with DOPS, the ICT in Education Specialist and the Professional Development Program Manager on all activities of the project
- Work closely with DOPS and the ICT Specialist to ensure that all activities are in line with overall plans and decisions
- Participate in training of DOPS representatives to work with schools based on the developed action plan, activities and other ICTE topics
- Coordinate with DOPS on all training and delivery
- Participate in building the capacity of 300 school teams so as to successfully integrate ICT in schools based on the developed action plan.
- Support the work of DOPS and teachers in the participating schools
- Develop weekly and monthly reports to DOPS on progress of activities

Required Qualifications

- Master's degree in ICT in Education/Education or other relevant field (or more than 8 years of relevant work experience)
- Minimum 5 years of relevant work experience
- Demonstrated experience in integrating ICT in education

- Mastery of the use of the Promethean ActivBoard in teaching
- Mastery of advanced development of educational activities on ActivInspire
- Experience in training and facilitation or coaching
- Knowledge of Lebanese public schools and the public educational system
- Proficiency in multimedia editing tools including graphics, audio and video
- Advanced proficiency in Microsoft Word, Excel, PowerPoint, and the Internet
- Excellent organizational, managerial, interpersonal, and communication skills
- Lebanese citizenship
- Willingness to work flexible hours/afternoon shifts as well as on Saturdays, if needed
- Willingness to work in the different regions of Lebanon when needed
- Fluency in Arabic and English required; fluency in French preferred
- Excellent reporting and documentation skills in both English and Arabic

LANGUAGES:

Arabic: Excellent **English:** Excellent **French:** Good

JOB LOCATION(S):

City: Beirut

Country: Lebanon

DEGREE:

Bachelor

Master

Doctoral Degree

Undergraduate Student

Teaching Diploma

▪ **MAJOR/ EMPHASIS:**

Master's degree in ICT in Education/Education or other relevant field

SKILLS:

Languages Skills: English

Arabic

French

Other:

Computer Skills: Advanced proficiency in Microsoft Word, Excel, PowerPoint, and the Internet

How to Apply

Interested candidates may send by email to: **Dr. Maryam Ghandour**
(mg03@aub.edu.lb) specifying the reference number: **270217-14:**

1- Their resume

2- Cover letter

3- Three references with contact information

If you wish to be REMOVED from the mailing list of Career and Placement Service, Student Affairs, click on the following hyperlink: <https://goo.gl/forms/iB4WCIRpJzdavtF73> and fill the necessary information.

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ALL STUDENTS AND AUB GRADUATES SHOULD ATTACH THEIR UPDATED RESUME AND COVER LETTER WITH EVERY JOB APPLICATION; OTHERWISE, YOUR EMAIL WILL BE DISREGARDED.

For further information, please do not hesitate to contact:

Dr. Maryam Ghandour

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For part-time job opportunities, visit:

<http://aub.edu.lb/sao/cps/vacancies/Pages/Part-timeJobs.aspx>

For full-time job opportunities, visit:

<http://aub.edu.lb/sao/cps/vacancies/Pages/divisions.aspx>