



Aziza's Place
ទីកន្លែងការស៊ីហ្សា

Job Vacancy - Computer Teacher

Aziza's Place (AP) is a local, non-profit learning & development centre located in #153, Street 12BT, Sangkat Beoung Tom Poun, Khan Meanchey, Phnom Penh. The NGO is registered with the Cambodian Ministry of Interior.

We offer education and social services based on a holistic approach to vulnerable and deprived children and their families residing in three dumpsite communities located in the capital's periphery. Khmer literacy, Maths, English and Computer skill are amongst the supplementary lessons AP provides.

We are currently seeking a suitable candidate to fill the following position:

Role: Part-time Computer Teacher

Location: AP centre on Phnom Penh

Type: Part-Time

Three to four, one-hour classes per day, Mon - Thurs, either during the morning or afternoons, depending on public school teaching hours

Salary: \$150 - \$180 / month

Contract duration: Minimum 8-12 months, renewable thereafter

Job Description & Responsibilities

The successful candidate will:

- As a primary goal, seek to motivate and encourage children to improve their computer skills and enhance their confidence with technology
- Organise, prepare and deliver lesson content aimed at students ranging from beginner level to high school capability
- Teach Microsoft Word, Excel and PowerPoint as well as responsible and secure use of the internet
- Use equipment / materials provided by AP

Furthermore, the teacher will:

- Act as a role model, mentor and informal counsellor to all children, providing constructive feedback and assisting them to access additional resources where required
- Actively monitor the learning, behaviour, and safety of students and ensure a clean and safe learning environment
- Maintain a positive and encouraging attitude, using constructive discipline methods to create a safe and friendly atmosphere

- Accept occasional co-teaching with colleagues
- Substitute absent AP teachers, as required
- Provide individual records - attendance, behavioural and academic performance / progress and evidence of regular testing, etc.
- Improve personal teaching abilities (improving classroom skills, learning new teaching methods,) via approved training
- Periodically contribute towards AP communications and marketing material development, by sharing noteworthy developments with relevant AP staff
- Ensure attendance of staff meetings, trainings, events as discussed and agreed with supervisor
- Accept tasks and roles residing outside computer teaching specifically, as needed and requested by AP management
- Sign and strictly adhere to AP's Child Protection Policy at all times

Requirements

- Specific qualifications / certifications AND / OR relevant teaching experience (preferably with children)
- Spoken and written Khmer (English is a significant bonus);
- Proven knowledge of and ability to teach above-mentioned computer tools and applications
- Ability to work as part of a team and independently
- Commencing lessons without delay, as scheduled
- Good communication skills
- An understanding of and adherence to all aspects of Diversity and professional conduct
- Strong commitment to confidentiality and internal AP operations
- Ability to take initiative
- Trustworthy and honest character

Application

Interested applicants should submit a covering letter and their CV to the email address below, with "APPLICATION FOR COMPUTER TEACHER ROLE" as the subject line

Email: info@azizasplace.org

Attention Ms. Choeun Chanphoumy

For additional information on Aziza's Place, please visit: www.azizasplace.org