

Ogyen Choling Foundation

Vacancy Announcement

The Ogyen Choling Foundation is pleased to announce the post of an ECCD (Early Child Care and Development) Facilitator for the ECCD centre to be opened in Ogyen Choling village.

Description

Position Title: ECCD Facilitator
Reports to: Executive Trustee (ET) and to the chairperson of the parents committee of the ECCD centre.
Duty location: Ogyen Choling village, Tang, Bumthang
Starting Date: Tentatively 1 August, 2018

Terms of Reference

Position Purpose: Under the direct supervision of the ET, the ECCD Facilitator will be responsible to the Parents Committee and focal person from the Department of Education for the day-to-day operations of the ECCD centre. His/her responsibilities will include, but will not be limited to the following:

- Help the parents to register their children in the ECCD centre;
- Give constant care to the children during their hours at the ECCD centre;
- Instruct the children in early learning including Dzongkha and English;
- Plan and implement pre-school social and recreational activities that will enhance children's developmental skills;
- Take proper care of the centre's infrastructure including the furniture, equipment and educational materials;
- Maintain a safe and clean work/play environment at the ECCD centre and look after the children's belongings;
- Obtain the cooperation of the parents and organize meetings and discussions with them about their children's progress on a regular basis.

The Board of Trustees of Ogyen Choling Foundation reserves the right to alter the scope of work of the ECCD Facilitator from time to time in consultation with him/her without significantly changing the essence of this ToR to promote the interest of the ECCD centre and/or the Ogyen Choling Foundation.

Eligibility & Personal Specification

The ideal candidate must:

- be enthusiastic, patient and have love of children;
- be able to provide safe and effective child development activities while monitoring and supervising;
- have excellent interpersonal skills with ability to use tact, diplomacy and mature judgment; have good organizational and communication skills;

- be able to speak Bumthangkha and have good written and spoken Dzongkha and English skills;
- be able to teach songs, nursery rhymes, games and dances to the children; and
- be willing to adapt and live in a relatively remote and isolated rural setting. (*Ogyen Choling village is located about 37 km from Jakar, in Tang Gewog.*)

Prior experience of working with children will be an added advantage.

Minimum Qualification: Class XII

Preference will be given to women candidates from Bumthang Dzongkhag and especially Tang Gewog.

Working conditions, salary and benefits

Basic salary starting from Nu 7000/per month.

Working conditions and benefits as per Administrative Rules of Ogyen Choling Foundation.

Further information can be obtained by calling the Executive Trustee at 17641464 or the Development Officer of the Foundation at 77852212

Candidates must submit applications with CV and two references before 5th July by email to kunzangcr@gmail.com or mail to Ogyen Choling Foundation, PO Jakar.

Shortlisted candidates will be called to Ogyen Choling for an interview tentatively planned to take place around 15 July.