

**13. BASIC FUNCTION OF POSITION**

The English Language Programs Coordinator supports public diplomacy goals of the U.S. Mission in Kabul by developing of contacts with and support for English language teaching institutions in Afghanistan at all levels. S/he serves as a resource for all USG elements implementing English language training as a means to progress towards reconstruction and development goals. S/he analyzes, recommends, implements, places orders for or otherwise utilizes all ELT programs, products and services of the Department of State; coordinates English teaching activity with appropriate Afghan Government and third-country entities; and supports the development of a professional association for English teachers in Afghanistan.

**14. MAJOR DUTIES AND RESPONSIBILITIES**

## % OF TIME

### 1. Program Planning

Under the general guidance of the Cultural Affairs Officer and in close coordination with the Regional English Language Officer (RELO), designs and implements Post's English language programs, such as Seminars, Conferences, Workshops, and Meetings. The ELC is expected to initiate and carry out English Language Program projects, using his or her own judgment, experience, and knowledge of the English teaching profession and the situation of English teaching in Afghanistan. Prepares reports for State (ECA/A/L) evaluating the effectiveness of the events. Both with the CAO and in his absence, consults with ministry officials, department heads, teacher trainers, ET program administrators, ET related associations (such as ELTAA, the English Language Teaching Association of Afghanistan) and teachers nationwide on English teaching in order to design programs which both fit in with the Post's MPP goals and initiative, and the needs of the Afghan ET community. For these purposes, the incumbent may be required to travel outside Kabul as appropriate. (40%)

### 2. Materials: Ordering/distribution/promotion/marketing

Has responsibility for ordering ECA/A/L English language program materials and commercially published materials as needed. Supervises the distribution of all incoming and outgoing ET materials. Works with professional organizations such as ELTAA on the distribution of the English Teaching Forum and other ECA/A/L/M materials as appropriate. Manages post's ET resource library and works with the Section's IRC on lending materials to ET professionals. Has responsibility for the English Language Programs recycling program at post including, but not limited to, promoting and negotiating the sale of the materials and handling the recycling account, in compliance with State recycling regulations. (25%)

### 3. Exchanges

Plans and implements those aspects of the Post's exchanges program that relate to English teaching as well as those that relate to American Studies at the secondary level, including summer institutes in ET methodology and American Studies for secondary school teachers of English, and IV or VOLVIS programs for English teachers at the secondary or tertiary level. Exchange support includes, but is not limited to, visiting educational institutions to interview potential candidates for the various programs, corresponding with the candidates, processing applications, and consulting with the participants selected and elements in State to arrange programs which best fit the professional needs and interests of the participants. Prepares any required reports at the conclusion of an exchange program or as needed for follow-up activities. (15%)

### 4. Professional Contacts

Maintains substantive contacts with Afghanistan's ET community at the ministerial, university, and secondary education levels, as well as in the commercial ET sector. Recommends entry of key contacts into Post's DRS and on guest lists as appropriate. For this purpose, meets ET professionals both inside and outside the office, and may be required to travel outside Kabul as appropriate. Maintains an up-to-date database of ET contacts. (10%)

### 5. Administrative/Budget Responsibilities

Keeps required office records and files including, but not limited to, contact database, distribution lists, guest lists, an inventory of materials and resources on hand, and appropriate reports on all ET activities. Drafts office correspondence in English and Dari/Pashto as appropriate, including, but not limited to, cables, email messages, invitations, thank-you notes, event proposals, and evaluation reports. (10%)