



Staff positions required in Bakoteh



Applications are invited from suitably qualified Gambians to fill these vacant positions

Sunrise Centre is based in Bakoteh and has been managed and funded on behalf of the community since January 2011 by the UK and Gambian registered charity, Gambia Education and Teaching Support (GETS)

Sunrise Centre offers Early Childhood Development (ECD) education to children aged 3 to 6, LBS education to children aged 7-12 and NAQAA accredited Skills Training in English and Numeracy, Cookery and Pastry, Tailoring and Homecraft to students typically aged 15-19. All staff teach in English and are required to have a good knowledge of 2 or more local languages

We are offering excellent rates of pay and conditions of service to those living within easy travelling distance of Bakoteh Sunrise Centre.

NUMERACY AND ENGLISH SKILLS TRAINING with either HTC or NAQAA accreditation.

Duties and responsibilities include:

Teaching the Numeracy and English Skills Training Curriculum, working to lesson plans & keeping lesson records, creating a positive Learning experience, maintaining accurate child development and attendance records, developing teaching aids and meeting parents

LBS TEACHERS with either PTC or ECD qualification required to teach the LBS Curriculum

Minimum 29 hours a week normally 8am-2.00pm Mon-Thursday and 8am- 1pm Friday

All applicants will have at least 2 years experience as a qualified teacher

For the skills training position expertise in teaching Business (Entrepreneurial) Skills would be an advantage

Must be fluent in spoken and written English and speak 2 local languages

Salary: will depend on qualifications and experience

How to apply:

Please email a scanned CV, only relevant certificates and a letter of application detailing the particular experience and strengths you would bring to the post. Include your telephone contact details in the application.

Email your application and documents to Tony Nelson at tony@gets-sunrise.org

JUNIOR OFFICE ADMINISTRATOR

minimum 29 hours a week normally 8am – 2.00pm Mon – Thursday and 8am- 1pm Friday

Duties and responsibilities include:-

Assist and support high quality administration, financial and organisational processes to the charity and school within the office

Manage computerised record/information systems

Gather data from staff and students on a regular basis for sponsors

Undertaking financial and administration procedures

Required Qualifications, Experience and Skills:-

Must have successfully completed Grade 12 with a credit in English, Mathematics and one other subject

Must have at least 2 years experience in office administration within the past 3 years

Must be fluent in spoken and written English and speak 2 local languages

Ability to demonstrate the use of standard applications to process, obtain and combine information – Microsoft Office, Word, Excel, email and databases

You will be a professional, confident individual with a high level of attention to detail

Ability to manage time effectively and to prioritise workloads effectively

Be proactive and flexible when it comes to managing your workload

Salary: will depend on qualifications and experience

How to apply:

Please email a scanned CV, relevant certificates and a letter of application detailing the particular experience and strengths you would bring to the post. Include your telephone contact details in the application.

Email your application and documents to Helen Touray at helen@gets-sunrise.org

Applications for positions close midday on Friday 13th November 2020

Applicants who do not possess the minimum qualifications will not be considered and only short listed candidates will be contacted