

The Gabriel L. Dennis Foreign Service Institute (FSI) LANGUAGE LAB

Mandate

The Gabriel L. Dennis Foreign Service Institute (FSI) was founded in 1951 under the administration of William V. S. Tubman pursuant of an Act of the legislature, ref (31), for the purpose of providing a professional training center for young men and women who wish to become diplomats in the Foreign Service of the Republic of Liberia. Since its establishment, the Institute has been training future be diplomats and deploying successful candidates who completed the training to our various missions abroad.

MISSION STATEMENT

The mission of the FSI is to enhance the training of would be Liberian diplomats and other Foreign Service Officers for the Liberian Foreign Service. The mission is also to foster the spirit of internationalism and cooperation with nations of the world among our trainees.

GOALS AND OBJECTIVES

- I. The objectives are to develop competence and expertise in negotiation, representation, information gathering, and to make input in foreign policy development.
- II. Other objective is to be able to effectively carry out foreign policy decisions when accredited to diplomatic missions abroad.
- III. To cultivate a good knowledge of the usage and conventions of modern diplomacy as well as the appropriate etiquette in the conduct of one's service.

The institute functions as a semi-autonomous bureau with major tasks of training and policy analysis at the Ministry of Foreign Affairs.

Requirements and Terms of Reference (TOR), French Instructors

The language lab is expected to be a hub to enhance the functional capability of the Ministry of Foreign Affairs in addressing the multi-lingual demands in the conduct of the foreign policy interest of Liberia. It is expected to provide training that will facilitate communication/correspondences across the Ministry and between foreign missions, consulates and other missions related to regional, continental as well as international organizations at home and abroad.

It is expected that the language lab will be fitted with audio and visual equipment, such as audio and video recorders for learning a foreign language. It will be a modern lab which trains utilizing an integrated system of texts, images and audio materials.

The goal is to ensure that the demands for multi-lingual communication exchanges associated with the accomplishment of the Ministry of Foreign Affairs are acquired through learning and practice.

French, Arabic, Chinese and Spanish languages are envisioned for the training at the lab. However, for now, the training will begin with French.

In this regards, the Ministry of Foreign Affairs is in search of two (2) full time French instructors and two (2) part-time instructors.

Requirements and Terms of Reference (TOR), French Instructors FSI

The incumbent must possess the following:

Bachelor's Degree (license) in Education with emphasis in the teaching of the French language and culture;

University diploma in French language, methodology and literature from a recognized university or institution of higher learning;

Master's degree (Maitrise) from a recognized university with emphasis in French, literature and culture (an asset);

At least ten years of experience in teaching French at the university level or in any institution of higher learning above the Bachelor's Degree;

Fluency in both English and French (written and oral) and have sufficient control in using facilities of the language laboratory.

Main duties but not limited to:

1. Provide teaching for diplomats, employees and officials of the Ministry of Foreign Affairs;
2. Prepare lecture notes, module for the conduct of classes;
3. In consultation with the coordinator, manage the language lab assets;
4. Provide bi-weekly reports on the status of students and the general functioning of the lab
5. Provide innovative learning that incorporates the use of modern technologies; and
6. Monitor and evaluate the process of the training of the program.

Note: There will be probation of six weeks to determine the continuation or termination of the employment contract of each instructor.

Please address your application to the following address:

Mr. Jacob W.W. Williams
Human Resources Director
Basement of the Ministry of Foreign Affairs Building
Monrovia, Liberia

Please note that deadline for application is at the close of business on Friday, December 29, 2017.

You may Contact the following numbers for details: 0886460561, 0886807478