



NOTICE OF THE CONSULTANCY POSITION OF AHEAD PROJECT

FACULTY OF MANAGEMENT AND FINANCE

UNIVERSITY OF RUHUNA

Applications are invited from dynamic, enthusiastic, and self-motivated candidates for the following position of AHEAD Project at the Faculty of Management and Finance, University of Ruhuna.

Consultant on Developing the Entry Level English Language Intensive Course

OBJECTIVE

To design an English language intensive course that aims to develop the four main language skills of the first-year undergraduates of Faculty of Management and Finance, University of Ruhuna, to aid their undergraduate studies.

SCOPE OF THE CONSULTANCY

The scope of the consultancy consists of the following main activities:

1. Designing of a syllabus outline based on a need analysis performed with the participation of the academics and undergraduates of the Faculty of Management, University of Ruhuna. It must address the improvement of all four language skills (reading, writing, speaking, and listening) to the level of UTEL band 5 or above. Syllabus outline will be subject to the faculty board approval.
2. Development of course material based on the approved syllabus outline. To address different levels of proficiency, the material must be developed with consideration of the following:
 - focus on all four language skills (reading, writing, speaking, and listening)
 - different material to suit low, mid, and advanced proficiency levels of students
 - use blended methods of teaching and learning
 - Timeline: 2 semesters, 48 direct contact hours per semester
 - Evaluations: 2 semester end evaluations of the 4 skills

REQUIRED QUALIFICATIONS & EXPERIENCE

- Postgraduate degree in Teaching English as a Second Language &/or postgraduate degree in a related field of study
- Minimum five years of experience in teaching English as a second language
- Previous experience in designing English language curricula for undergraduates



REQUIRED PROFESSIONAL COMPETENCIES

- ability to manage the designing of the course material
- ability to analyze and resolve issues in designing and implementation of the course effectively
- ability to interact with administrative staff in the university, project coordinator, and activity coordinator
- ability to function effectively in a team environment inspiring trust and cooperation of other team members
- high level of IT literacy
- strong communication, negotiating skills and good interpersonal relations
- high level of proficiency in written and spoken English

DURATION OF THE ASSIGNMENT

The contract will run for 6 months from the date of entering the contract.

MODE OF PAYMENT

Payment will be done for each task after its completion as follows.

Key Task	Required Deliverable	Payment
1	Conduct a needs analysis to identify the needs and requirements of the undergraduates of the faculty and submit a report of the above to the Project coordinator	Rs. 25,000/=
2	Design a syllabus outline to address the language requirements identified in the needs analysis in order to be presented at the faculty board for approval.	Rs. 25,000/=
3	Develop three separate sets of lesson material designed to address the low, mid and advanced proficiency levels for semester I. Must consist of 6 lessons that integrate the four skills to be taught for 48 hours. (6 lessons x 3 sets of material)	(Rs.15,000x18) Rs. 270,000/=
4	Develop three separate sets of lesson material designed to address the low, mid and advanced proficiency levels for semester II. Must consist of 6 lessons that integrate the four skills to be taught for 48 hours. Must be a continuation of the material of the previous semester. (6 lessons x 3 sets of material)	(Rs.15,000x18) Rs. 270,000/=

Interested candidates must submit their curriculum vitae along with copies of their Birth Certificate, Educational Certificates and any other relevant certificates together with a Referee Report to reach the Project Coordinator, AHEAD Project, Faculty of Management and Finance, University of Ruhuna, Matara on or before 10th October 2020.

A candidate who satisfy the mentioned criteria will be selected, and the decision of the coordinator in this regard shall be final and conclusive.

Rohan Laksiri
Project Coordinator,
AHEAD Project,
Faculty of Management and Finance
30th September 2020