

**EXTERNAL ADVERTISEMENT
PERSON SPECIFICATION**



Pre-School Forum Educational Facilitator

DEPARTMENT	Pre-School Forum	REPORTING TO	Pre-School Forum Manager
CONTRACT TYPE:	Permanent (Half day)	APPOINTMENT DATE	ASAP
PURPOSE	Educational support to City Pre-school Forum members		

MAIN JOB ROLES AND RESPONSIBILITIES (INCLUDES BUT IS NOT LIMITED TO)	COMPETENCIES (SKILLS, KNOWLEDGE AND ABILITY)
<ul style="list-style-type: none"> • Assist members with curriculum planning • Assist members in lesson execution • Conduct daily site-visits. • Building and maintaining relationships with the teachers and principals. • Promote/market Pre-School Forum training events. 	<ul style="list-style-type: none"> • Bi-lingual • Self starter • Presentable • Administrative skills • Excellent networking and relationship building skills • Excellent communication abilities • Strong training and teaching skills • Creative skills • Drivers' license
EXPERIENCE	QUALIFICATIONS
<ul style="list-style-type: none"> • Minimum of 3-5 year's related teaching experience • Minimum of up to 2years training experience 	<ul style="list-style-type: none"> • Related Diploma/degree will be an advantage

Should you wish to apply for this vacancy, please and submit your CV to jaconette@pen.org.za or phone

012 323 6688 by no later than **29 February 2012**