

VACANCY: TEACHER-LIBRARIAN for Library Project at MendaHouse

We are searching for a motivated staff member to fill the vacancy of a teacher-librarian at the MendaHouse initiative in Mendankwe/Bamenda starting as soon as possible. The teacher librarian is responsible for the set-up and management as well as the educational work of MendaHouse's library project.

The teacher-librarian reports to the heads of the MendaHouse initiative in Germany. The position is planned for 12 months with 20 weekly working hours. The probationary period is three months. A contract renewal after 12 months as well as an increase of working hours is intended but depends on the availability of funds.

Please note: MendaHouse promotes gender equality and encourages both men and women to apply for the job position. We also endorse lifelong learning and foster the professional and educational development of our employees.

The MendaHouse Initiative:

MendaHouse is an initiative that promotes economic development and social cohesion in Mendankwe/Bamenda. As educational attainment has a lasting effect on professional career opportunities and financial well-being, the initiative's main objective is to achieve higher completion rates of upper secondary education of school children in Mendankwe. To achieve this objective, MendaHouse 1) offers educational counselling to school children and their families, and 2) provides study resources and premises for self-study and training courses. After the renovation of a suitable building at the center of Mendankwe, the opening of a library is a first key milestone to reach the goals of MendaHouse.

Your main tasks as teacher-librarian at MendaHouse:

- Planning the opening of the library incl. preparing procurement and budget plans, procuring, registering and cataloguing of books, financial and impact reporting.
- Managing the library incl. registration of child readers, handing out of books, advising and supervising child readers whilst books are being used.
- Developing a pedagogical concept for mentoring and assisting child readers.
- Developing and implementing a concept for recruiting volunteers for tutoring and for mentoring.

What we offer:

- Adequate salary (steady, on-time payment).
- Employment in a fair and supportive internationally working organizational structure.

Your qualifications:

- University or college degree in pedagogy/humanities/social sciences, teacher training or similar qualification.
- Experience in working with children and youth and/or library work.
- Good command of Microsoft Office programs as well as online research methods.
- Basic book keeping and/or procurement skills.
- Reliability, credibility, proactivity, confident manner.

MendaHouse e.V.

Verein zur Förderung von Bildung, sozioökonomischer Entwicklung und Umweltschutz in Mendankwe (Kamerun)
Promoting Education, Socio-Economic Development and Environmental Protection in Mendankwe (Cameroon)

c/o Julius Tantoh | Rubianusstr. 14 | D-99084 Erfurt, Germany
mobile: +49 (0)152 31707258 | e-mail: info@mendahouse.org | website: www.mendahouse.org

Your application should include:

- Cover letter – max. 1 page (how did you learn about the vacancy, why you are interested in the position, which are your qualifications and experiences and how will they help you to do the job well, what are your salary expectations, etc.).
- Curriculum Vitae / Résumé (max. 2 pages).
- Scan-Copies of school-leaving certificates and academic degrees.
- Employer references and/or recommendation letters if available.

Please submit your application by e-mail to: info@mendahouse.org.

The deadline for submission is March 1st, 2018.

MendaHouse e.V.

Verein zur Förderung von Bildung, sozioökonomischer Entwicklung und Umweltschutz in Mendankwe (Kamerun)
Promoting Education, Socio-Economic Development and Environmental Protection in Mendankwe (Cameroon)

c/o Julius Tantoh | Rubianusstr. 14 | D-99084 Erfurt, Germany
mobile: +49 (0)152 31707258 | e-mail: info@mendahouse.org | website: www.mendahouse.org