



CAREERS

Position: Curriculum Development Assistant, Glen Anil, Durban, KZN

Start Date: January 2018

Who Are We?

Accelerated Education Enterprises is committed to the upliftment of Africa through education. We are an education company offering principle-centred and value-based education solutions to schools and home schools throughout Africa. Our company is guided by Christian values and we are looking for someone who shares our vision to join our team. We are located in Glen Anil, Durban.

Who Are We Looking For?

We are looking for an academically qualified person who will be able to assist with curriculum development and curriculum updates. The individual must be organised and conscientious and have a teaching/education-related qualification. The role mainly involves checking development of curriculum products to ensure they meet all necessary criteria and also involves email/telephonic correspondence with customers regarding academic/curriculum matters. The successful candidate must be self-motivated and able to work independently whilst also being a team player.

What Would the Job Look Like?

The Curriculum Development Assistant will join the Curriculum Development team and will be required to:

- Assist customers with academic and curriculum queries
- Update content of the AEE curriculum materials as and when necessary
- Proofread drafts and provide feedback to developers
- Assist with typesetting as and when necessary
- Compile documentation showing analysis of AEE curriculum
- Develop curriculum in subject of expertise
- Assist Graduations Department as and when necessary

What Qualifications and Skills Do Applicants Need?

- National Senior Certificate or equivalent Grade 12 Certificate
- Diploma or Degree in Education
- Teaching/educational management experience
- Experience with ACE curriculum and procedures
- Computer Literacy

What Soft Skills Should Applicants Have?

- Understanding of and alignment to AEE's vision and values
- Attention to detail
- Ability to work independently
- Ability to work well under pressure and meet expected deadlines
- Must be accurate, reliable and a methodical worker.
- Must have the ability to professionally liaise with other employees and customers
- Must have good written and verbal communication skills

Could You Be the Person That We Are Looking For?

If this sounds like you, please send your CV to hr@aeegroup.co.za

Please note:

Applicants will be contacted to set up interviews if they progress to the interview stage.