MUSLIM HANDS
Job Description

Job Title:	Online Teacher – Accelerated Learning Program (ALP) Packages A, B, C, D & E
Department:	IPD
Reports to:	Program Coordinator
Location:	Online (Remote – Must have own teaching setup)
Gross Salary:	PKR 25,000/-
Contract Type:	1 year Contract with six months' probation (Extendable subject to performance and availability of funds)
Objectives:	• The Accelerated Learning Program (ALP) is designed to provide fast-track education to learners who have missed formal schooling. Packages A, B, and C correspond to primary and lower secondary levels. The program aims to enhance literacy, numeracy, and life skills through engaging, learner-centred online teaching. • The Online Teacher will deliver interactive and effective lessons for ALP learners through a digital platform, ensuring students achieve curriculum competencies and learning outcomes.
Main Responsibilities	Primary roles and responsibilities of the MEL officers are to, • Conduct online classes for ALP Packages A, B & C as per schedule. • Develop lesson plans aligned with the ALP curriculum. • Prepare and utilize digital teaching materials and assessments. • Monitor student progress and maintain records of attendance and performance. • Provide regular feedback to students and parents/guardians. • Participate in virtual training sessions and staff meetings when required. • Ensure an inclusive, engaging, and supportive virtual learning environment.
Required Qualification and Experience:	• Bachelor's degree (B.A. or B.Sc.) in Education or relevant field. • Minimum **1 year of online teaching experience**. • At least 1 year experience in teaching ALP Course (JICA Approved course Package A, B, C, D &E)

	• Must have own reliable setup (computer/laptop, stable internet connection, headset, webcam, and power backup).
Required Skills:	• Strong command of spoken and written English/Urdu (as applicable). • Proficient in online teaching platforms (e.g., Zoom, Google Classroom, MS Teams). • Ability to engage learners from diverse backgrounds, online class related to topic ,& online activities)