



*Building African capacity...  
one student at a time.*



---

Job posting:

Title: Lead English instructor

Division: Tujenge Scholars Program

Location: Bujumbura, Burundi

Start date: Fall 2018

### **The Foundation**

The Tujenge Africa Foundation (TAF) is a U.S.-based 501(c)(3) non-profit organization with operations in Africa's Great Lakes region. "Tujenge" comes from a Swahili verb meaning to build or construct. Our goal is to build African capacity through quality, innovative, and boundary-pushing education. TAF will help boost the potential of the poorest and most marginalized in the African Great Lakes region through development initiatives that focus on education, dialogue, and economic advancement. TAF has begun its initial phase of operations in Burundi, while maintaining a long-term vision of providing the same opportunities in the Democratic Republic of the Congo, Rwanda, Uganda, Tanzania, as well as in other conflict-ridden nations in Africa.

### **Vision**

Our vision at the Tujenge Africa Foundation is an African continent where nation-building efforts, especially in post-conflict states, champions quality, affordable education—as well as training in leadership, entrepreneurship, and peace-building—for all youth.

### **Mission**

Through its diverse portfolio of initiatives, Tujenge Africa Foundation strives to create thriving educational centers of thought and inspiration to transform post-conflict youth into innovators, leaders, entrepreneurs, and peace agents in their communities.

We seek to create empathetic institutions that truly understand the plight of impoverished people, as well as anyone who might experience discrimination or marginalization based on ethnicity, gender, sexuality, ability, religion or creed, and area of residence.

## **Program**

Tujenge Scholars Program is the flagship initiative of the Tujenge Africa Foundation. Serving 20-30 of Burundi's top high school graduates each year, this gap-year program is designed to prepare scholars for the rigors of elite university education, develop tangible leadership skills, and grow a network of like-minded future leaders. Emphasis is on a liberal arts education, where students are expected to learn a variety of different disciplines. Each student takes courses in English, history and ethical thought, math and miscellaneous science/technology courses. The program begins in mid-January each year and continues for the next eighteen months.

Scholars are selected each fall through an intensive application process. Students are selected based on academic merit and individual diversity. We do not discriminate admissions on ability to pay, rather we expect the majority of our students to come from extremely impoverished backgrounds. We carefully craft a class that is representative of a broad cross-section of Burundian society, with the belief that our students' most valuable lessons will come not from instructors, but from peers.

After completion of the program, students will continue their education at the university level. Students will apply to programs across the African continent and around the world. Upon completion of their university studies, all Tujenge Scholars have committed to return to Burundi for a minimum of two years to work in the sector of their choosing. The explicit aim of the program is to empower, train and connect the next generation of ethical, effective Burundian leaders.

## **Position**

This posting is for a full-time position located in Bujumbura, Burundi. As the lead English instructor for Tujenge Scholars Program, you will be responsible for determining class offerings, designing curriculum, and managing student English outcomes. Your primary task is to design and implement an ESL/EFL program that will enable scholars to engage critically with the world in the English language. At the conclusion of eighteen months

---

in the Scholars Program, students are expected to have the language skills needed to thrive in a top English-language university program.

This position offers significant opportunity to shape the future of the Scholars Program, and to influence areas of program expansion. You will have significant autonomy in designing the program's English curriculum and will have commensurate responsibility for student college preparedness.

Beyond English instruction, you will also work with students as an advisor and mentor, overseeing student leadership projects. It is expected that all instructors conduct extensive office hours to help students with subject material as well as providing student counseling.

Burundi is a Francophone country, and matriculating students will have only seen English as a foreign language. As the language of instruction for the Scholars Program is English, the sudden shift will be jarring for many students. You are tasked with providing students with the language skills needed to tackle a variety of subjects, all taught in English. In light of this, scholars will focus on intensive English study in the first few months (though not exclusively), with increasing attention given to STEM and humanities courses as time progresses.

### **Details**

Tujenge Scholars Program is operated as a fast-paced start-up. You will be responsible for meeting tight deadlines, maintaining a flexible work schedule and shouldering significant responsibility.

As part of your responsibility to create a cohesive English program, you will interface with the one or two other English instructors to direct subject material and learning objectives. You will work with the program director to determine teaching duties based on background, experience and curriculum need.



*Building African capacity...  
one student at a time.*



---

Students are all among the top in the country, but there will likely be significant variation in math and science preparation levels. You will be tasked with effectively managing these gaps and engaging each student in the subject material.

Standardized testing is integral to international university admissions, and your responsibilities will include designing an SAT/ACT preparation course as part of (or in addition to) the larger English curriculum.

In addition to your responsibilities as lead English instructor, you will be assigned additional responsibilities as your skills and interests allow. Possible areas of extra responsibility could include college admissions advising, grant writing, web design, social media management and/or additional student enrichment programs.

The expected division of work is roughly 30% curriculum design, 40% classroom teaching, 20% student advising, and 10% miscellaneous responsibilities.

Standard work hours are from 8:00 A.M. until 4:00 P.M. every weekday, with the expectation of significant overtime (including occasional weekends) as projects demand. Vacation allowance includes scheduled school breaks, in addition to flexible time off, totaling more than nine weeks throughout the year.

This position receives an annual stipend to offset costs of living and travel. In addition to the stipend, housing and meals are provided by the organization. Additional benefits also apply to this position.

Initial contract is for two years, with annual contract review and renewal.

## **Responsibilities**

- Designing an English curriculum that will form the backbone of the Tujenge Scholars Program learning
- Teaching 20-30 students in English and English-related subject areas
- Conducting classes and student advising sessions
- Preparing students for language sections of international standardized tests
- Creating current and aspirational budgets for English curricula
- Documenting English program progress and developing a vision for the program future

## **Required Qualifications**

- Undergraduate degree in education or an English-related field
- 3-5 years ESL/EFL teaching experience at the secondary or post-secondary level
- Fluent English language skills
- Willingness to live and work in Burundi full-time

## **Desired Qualifications**

- ESL/EFL teaching certification
- Past experience with curriculum design
- Graduate-level work in education, humanities or social sciences
- Prior experience working in the international non-profit sector
- Experience with U.S. college admissions processes
- Experience with non-U.S. college admissions processes
- Intermediate or higher proficiency in French
- IT skills and experience managing IT hardware

Resume and cover letter should be sent to [careers@tujenge.org](mailto:careers@tujenge.org).