



अर्लि चाइल्डहुड एजुकेशन सेन्टर प्रा. लि.
Early Childhood Education Centre Pvt. Ltd.

Vacancy Announcement

Early Childhood Education Centre (P) Ltd. ECEC was established in July 2001 with the vision to improve the quality of Pre-school Teaching in Nepal. It believes that every child has the right and privilege to receive adequate and child centered education. We are Christians and work in faith by Biblical values.

Position: Production Coordinator

Qualification:

Education: Bachelor/Master in Education or Commerce/Arts

Experience: Minimum of 2 years experience in the production development/designing (and sales)

Language: Fluency in written and spoken English and Nepali is required

Competencies required:

- Capable to develop and design teaching/learning materials suitable for preschools, educational toys, games and books
- Creative and interested in different kinds of art and craft and preferably including wood handicrafts, and is able to draw and design educational materials in these areas.
- Able to update self about educational materials available in Nepal
- Able to do book-keeping and quality control related to production and sales of materials
- Ability to work with Microsoft word, Excel, Photoshop or other designing software will be an added advantage.

Basic requirement:

- ❖ Versatile & energetic
- ❖ Good interpersonal skills and ability to maintain confidentiality
- ❖ Hardworking and creative
- ❖ Self motivated, independent and confident
- ❖ Committed with ECEC's ethos, vision and core values
- ❖ Able to lead others

Contact ECEC office, Bhanimandal for a detailed job description & Application form for the above position. Applications must be as directed in the application form. Incomplete applications will not be entertained. Submission must be in at ECEC office no later than 5:00 P.M on 30th August 2010.