



**Post:** Academic Coordinator

**Salary:** Rs. 25,000/- monthly plus compensation and travelling allowance at approved rate.

**Reporting line:** Chief Executive Officer/Officer in Charge

**Terms of Employment:** Contractual basis for a period of 1(one) year on part time basis

**Qualifications:**

1. Candidates should possess –

A.

- (i) a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings;
- (ii) passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

**Note**

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

B. a Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”.

C. a degree from a recognised institution in any field.

OR

Equivalent qualifications to A, B and C above acceptable to the Board of the TFES and preference would be given to applicants having a degree in Physical Education or Sports Coaching.

2. Candidates should –

- (i) possess good communication skills;
- (ii) have a positive attitude towards work;

(iii) be computer literate; and

(iv) possess a valid driving license and preferably his/her own personal means of transport.

### **Duties and Responsibilities –**

- to meet parents/athletes to explain the TFES projects once the recommendation of the Sports Federation has been cleared by the TFES Board;
- to meet the respective school administration to present the TFES projects concerning selected athletes;
- to advise athletes who are under the TFES Programme on a choice of subjects and provide or arrange for academic support wherever needed;
- to pay regular visits to schools;
- to meet athletes of the TFES Programme, school administration and tuition teachers for academic follow up of athletes;
- to collect academic results of these athletes after each term exams and submit a report to the TFES;
- to monitor presence of these athletes at school with the help of school administration;
- to maintain database of athletes of TFES, schools and academic results and other data related to the programme; and
- to carry out any other cognate duties.