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MEMO

TO: DMD DAKAWA

FROM- Adhlt Education DATE: 17th February 1989

re: RECRUITMENT OF FUIIPTIME STAFF FOR ADULT EDUCATION.

In view of the growth of the population in Dakawa, we in A/E consider it impotiant to recruit full-time staff to deal with the demands on A/E. Could you please help us recruit staff in accordance with the following requirements: 1. One full-time member who will co-ordinate the activities of A/E in Dakhwa. This will involve:

- a) co-ordinating the activities of Functional Literacy, Basic SAEU courses and 0- and A-level programmes;
- b) recruiting and distributing full- and part-time staff to cover as many areas of our provision as needs to be covered;
- c) counselling learners, with the help of the other members of staff;
- d) co-operating with other educational sectors in Dakawa, in terms of staff, material and any other area that needs co-operation;
- e) initiating other A/E activities in accordance with the needs of Dakawa;
- f) looking after the intereets and the property og'A/E in Dakawa.
- 2. Another comrade whose work will involve:
- a) oversgfhgqthe 0- and A-level programme
- b) advise the co-ordinator in the distribution of staff
- c) help organise learners for activities such as weekend schools, tuition and examinations;
- d) do any other work that is given to him by the co-ordinator in regards to the duties $6r\ A/E$.
- 3. Another comrade whose work would involve concentrating on the Functional Literacy and the Basic group. His/her duties would be similar to those of the second comrade but with emphasis on the mentioned groups.
- All these comrades will be teaching members of staff. r
- In the Year of Maes Action for People's Power!