



English Language Teaching Centre (ELTC) is an institution under the Ministry of Education (MOE), Malaysia. ELTC offers professional development courses and programmes to in-service English language teachers, lecturers and professionals such as School Improvement Specialist Coaches (SISC+), State English Language Trainers and English Subject Panel Heads as well as officers from the Divisions of the MOE.

ELTC invites suitably qualified candidates who are currently serving under the ministry to apply for the following position:

- (a) Head of Language and Technology Department, *Gred DG48(H)/52(KUP)***
- (b) Head of Department, *Gred DG48(H)/52(KUP)***
- (c) Secretariat Officer, English Language Standards and Quality Council (ELSQC), *Gred 48(H)/52 (KUP)***
- (d) Lecturers, *48 (KUP)***

General Requirements

Candidates for this position must possess the following qualifications / experience.

- i. A first degree in English, TESL, TESOL, Applied Linguistics or a related field
and / or
- ii. A Master's degree in English, TESL, TESOL, Applied Linguistics or a related field.
(Candidates with a Doctoral degree in English, TESL, TESOL, Applied Linguistics or a related field will have an added advantage)
- iii. A Diploma in Education from an Institute of Teacher Education (IPG) or a University recognised by the MOE
- iv. A minimum of 5 years' experience in teaching English in school (primary and / or secondary **government schools**).

Specific Requirements for the position of **Head of Language and Technology Department**

Candidates for the position of **Head of Language and Technology Department** must possess the following additional qualifications / experience:

- i. At least 20 years' service as a DG officer with the Ministry of Education, Malaysia.
- ii. Currently on *Gred DG48(H)/52(KUP)*
- iii. English Proficiency level (CEFR): **C2**

- iv. Able to plan, design and develop e-Learning materials for self-access and self-paced learning.
- v. Able to plan, manage and conduct training needs analysis to develop more innovative and effective courses in line with teachers' needs.
- vi. Able to develop innovative teaching and learning materials suitable to the needs or challenges in English language and technology.
- vii. Able to monitor the development of a shared platform of expertise and knowledge among experts in English language and technology.
- viii. Able to monitor the effectiveness of e-Learning programmes/courses.
- ix. Able to assess and update innovative teaching and learning materials with the current needs.
- x. Able to provide counsel for the development of a shared platform among experts in English language and technology.
- xi. Able to meet the demands from divisions with efficiency.

Specific Requirements for the position of **Secretariat Officer, English Language Standards and Quality Council (ELSQC)**

Candidates for the position of Secretariat Officer must possess the following additional qualifications / experience:

- i. At least 15 years' service as a DG officer with the Ministry of Education, Malaysia.
- ii. Currently on *Gred DG48 (H)/52(KUP)*

Specific Requirements for the position of **Lecturers**

- i. English Proficiency level (CEFR): **C2**
- ii. Currently on *Gred DG48(KUP)*

Interested and qualified candidates are invited to apply for the above position by completing the application form (***Borang PPP/ELTC***). The application form is available for download on this web page.

Completed forms and copies of certified documents should be sent to:

THE DIRECTOR
ENGLISH LANGUAGE TEACHING CENTRE
MINISTRY OF EDUCATION MALAYSIA
KOMPLEKS PENDIDIKAN NILAI
LEBOH ENSTEK
71760 BANDAR ENSTEK
NEGERI SEMBILAN

on or before: 14 February 2020