



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.

ELTC invites suitably qualified candidates who are currently serving under the Ministry of Education, Malaysia to apply for the following positions:

- (a) Secretariat Officer, English Language Standards and Quality Council (ELSQC),
Grade 48(H)/52 (KUP)**
- (b) Academic Lecturers, Grade 44(H)/48 (KUP)**
- (c) Administrative Officer, Grade 44(H)/48 (KUP)**

General Requirements for (a) and (b)

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

- i. A first degree in English, TESL, TESOL, Applied Linguistics, Language Studies or a related field
- and**
- ii. A Master's degree in English, TESL, TESOL, Applied Linguistics, Language Studies or any 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 the Institute of Teacher Education (IPG) or a University recognised by the MOE
 - iv. A minimum of 5 years experience in teaching English in government schools (primary and / or secondary)

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 of service as a *Pegawai Perkhidmatan Pendidikan (PPP)* with the Ministry of Education, Malaysia.
- iii. English Language Proficiency level at a C2 level based on the CEFR

Specific Requirements for the position of Academic Lecturers

- i. English Language Proficiency level at a C2 level based on the CEFR

Specific Requirements for (c)

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

- i. A first degree in English, TESL, TESOL, Applied Linguistics, Language Studies or a related field
- i. At least 5 years of service as a *Pegawai Perkhidmatan Pendidikan (PPP)* with the Ministry of Education, Malaysia.
- ii. Candidates with ICT qualification will have an added advantage.

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 the following web page <http://eltc.edu.my/>.

Completed forms with related copies of certified documents are to 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: 18 September 2020