



Thu Duc College of Technology (TDC) formerly known as Thu Duc Technical Education and Vocation Center was established in 1984. With the motto “Always renew to develop”, the school always strives and attempts to enhance its training quality, with the purpose of being an educational institution that trains highly qualified people, contributing to the industrialization and modernization process of HCMC and Vietnam.

The European Institute of Cooperation and Development (IECD) is a French non-governmental organization founded in 1988 and operating in the field of social and economic development in partnership with local institutions. IECD’s main sectors of action are vocational training and professional integration, assistance to micro and small enterprises and access to education and health for the most vulnerable.

The Bakery & Pastry Training Centre is a cooperation program between IECD (European Institute of Cooperation and Development) and TDC (Thu Duc College of Technology). It is a **non-profit organization** based in TDC Campus (Thu Duc District) dedicated to Vietnamese vulnerable youngsters and their future employment through an intensive training at the highest standards of qualification in Bakery and Pastry. To ensure its economic sustainability, **the training centre will operate as a social enterprise** and, thanks to the sale of products made by apprentices, will be able to finance itself at more than 90%.

We are looking forward to recruit: English Teacher (Part-Time)

PRIMARY PURPOSE:

The English Teacher is typically responsible for planning, preparing and delivering lessons, preparing teaching materials, helping students improve their listening, speaking, reading and writing skills via group sessions. He/She’s regularly checking and assessing students' work and organising specialist courses as the Training Centre provide Bakery & Pastry courses. The English Teacher will report directly to the Project Manager (Director of the Training Centre) and must ensure smooth and efficient interactions with the 20 Students, 3 Teachers, Assistant Project Manager, Administrative Manager (Accountant) and Pedagogical Coordinator.

ROLES & RESPONSABILITIES:

SCHOLARSHIP & PEDAGOGY:

- Designs and delivers class instruction through the development of instructional plans to meet course competencies, the development of activities which support lesson objectives, and delivers the instruction as approved.
- Teaching (6 hours per week) the provided syllabus using ESL methods or analogous
- Creating and administering engaging speaking activities that allow students to develop their technical vocabulary knowledge as they’re studying Bakery and Pastry
- Administering mid-term and final tests
- Participating in monthly pedagogical team meetings
- Regular communication with Project Manager and his team
- Assist Project Manager and Pedagogical team in the implementation of training and academics plans

LIFE AT WORK:

Great ambiance in the Training Centre with dedicated and motivated students with great facilities within an established educational Centre.

You will have the satisfaction of helping others and giving chances to unprivileged youth to grow and find a job.

REQUIREMENTS :

- Holding a Bachelor Degree or higher in English
- An ESOL-related qualification and experience (preferred)
- Ability to work with teenagers (18-23 years old) with low levels of oral and written proficiency in English
- Committed to work for a minimum length of 6 months
- Highly-motivated individual
- Reliable, enthusiastic
- Ability to work as part of a team
- Computer literate and able to use Microsoft Word, Excel, PowerPoint...
- Familiar with multi-cultural working environment
- Must be willing to learn, dynamic, reliable and capable to adapt and react quickly.

JOB CONDITIONS & SALARY:

Position based in HCMC, Thu Duc District

Salary according to profile and previous experiences

Send CV and cover letter to: ce.sellier@iecd.org

<http://www.iecd.org/>

<http://www.tdc.edu.vn>