"1 MALAYSIA : RAKYAT-DIDAHULUKAN, PENCAPAIAN DIUTAMAKAN"

Ruj. Kami : KP(ELTC)/JWT/378 JLD.13 ( 81 )
Tarikh : 1 September 2015

SEPerti DI SenARaI EdArAn

YBhg. Dato'/Datuk/Datin/Tuan/Puan,

IKLAN KEKOSONGAN JAWATAN DI ENGLISH LANGUAGE TEACHING CENTRE MALAYSIA, KEMENTERIAN PENDIDIKAN MALAYSIA (KPM)

Dengan segala hormatnya saya merujuk perkara di atas.

2. Sukacita dimaklumkan bahawa English Language Teaching Centre, Malaysia (ELTC), Kementerian Pendidikan Malaysia ingin mempelawa Pegawai Perkhidmatan Pendidikan (PPP) di Jabatan Pendidikan Negeri (JPN) dan Pejabat Pendidikan Daerah (PPD) di bawah selia YBhg. Dato'/Datuk/Datin/Tuan/Puan yang berminat dan berkelayakan untuk mengisi kekosongan jawatan Pegawai Sekretariat Grod DG48 (Hakiki) di ELTC. Hanya calon yang disenarai pendek akan dipanggil untuk temuduga.


Pengarah,
English Language Teaching Centre, Malaysia
Kementerian Pendidikan Malaysia,
Kompleks Pendidikan Nilai Lebu Enstek,
71760 Bandar Enstek,
Negeri Sembilan.
4. Sekiranya pihak YBhg. Dato'/Datuk/Datin/Tuan/Puan mempunyai sebarang pertanyaan berhubung perkara ini, pihak YBhg. Dato'/Datuk/Datin/Tuan/Puan boleh menghubungi pegawai ELTC seperti yang tertera:
   i. Puan Farah Mardhy Binti Aman : 06- 7979 003
   ii. Puan Norhaidada Binti Yonin : 06- 7979 035

Atas segala kerjasama serta perhatian yang diberikan oleh pihak YBhg. Dato'/Datuk/Datin/Tuan/Puan, saya dahului dengan ucapan terima kasih.

Sekian.

"BERKHIDMAT UNTUK NEGARA"

Saya yang menurut perintah,

(Mohamed bin Abu Bakar)

Pengarah

English Language Teaching Centre, Malaysia

Kementerian Pendidikan Malaysia.
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 to apply for the following position:

(a) Secretariat Officer, English Language Standards and Quality Council (ELSQC),

*Grad 48 (Hakiki)*
- 1 vacancy

**Job Description for Secretariat Officer**

The Secretariat Officer is responsible in assisting the head of secretariat in the management, planning and operation of the ELSQ Council in accordance with the objectives set in the following areas:

- **Management**: Manage the council’s activities that are aimed at improving the standards and quality of English language in Malaysia and coordinate all the planned activities. This includes organizing and carrying out the Council meetings.

- **Networking**: Establish working relationships between English language bodies and MOE divisions and the panel of expert in providing consultancy in the planning, monitoring and evaluation of activities/initiatives that are aimed at raising the standards and quality of English language. This include printed and electronic communication of parties involved, attending and meetings at MoE divisions.

- **Documentation**: Prepare policy papers, concept papers, proposals papers, information papers and executive summaries related to English language development for the Minister of Education’s consideration. This includes writing minutes and reports for the Council.
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 recognized by the MOE

iv. A minimum of 5 years’ experience in teaching English in school (primary and / or secondary government schools).

v. At least 1 year experience in dealing with administrative matters.

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 (KUP / Hakiki)

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: 18 September 2015
SENARAI EDARAN

1. Pengarah
   Jabatan Pelajaran Wilayah Persekutuan
   Persiaran Duta off Jalan Duta,
   50604 Kuala Lumpur

2. Pengarah
   Jabatan Pelajaran Negeri Selangor
   Jalan Jambu Bol 4/3E, Seksyen 4,
   40604 Shaf Alam, Selangor.

3. Pengarah
   Jabatan Pelajaran Negeri Sembilan
   Jalan Datu Hamzah, Karung Berkunci No. 6,
   70990 Seremban,
   Negeri Sembilan.

4. Pengarah
   Jabatan Pelajaran Negeri Melaka
   Jalan Istana Bukit Beruang,
   75450 Melaka.