



Job Description Form

Division/Department	ToT Department		
Location	Thien Son plaza, 800- Nguyen Van Linh, District 7, HCM		
Job Title	STEM ToT Leader		
Reports to	Mr.Hai Phan/MBE. Alan West	Title	CEO/ToT Chief Leader

Level/Grade	Type of position:	Hours_____ / week: Estimate 03-06 days/month
	Full-time: OK	Exempt
	Part-time: OK	Nonexempt
	Contractor: OK	Salary/Allowance: 1,000,000 VND/day
	Intern: not accepted	

GENERAL DESCRIPTION

Acting as full-time Lead Trainer/Translator(English) for 03 days STEM ToT courses delivering to teachers from high schools HCMC. Working in harmony with ToT Chief Leaders from UK, USA, Australia and get assignments from C.E.O during the ToT courses. Learning and practicing to become Chief Leaders for STEM ToT courses and other PD courses later.

Coordinating the assistants to ensure the experiments/STEM show to be performed well matched with STEM ToT courses content/agenda.

WORK EXPERIENCE REQUIREMENTS

- Matured & Good health.
- Experienced teaching students, junior lecturers. Experience teaching high school students will be preferred.
- Experience working with native English speaking persons (UK, USA, Australia)
- Love to work in educational environment and love to contribute to the development of STEM education in Vietnam.
- Experience working with matured and aged students (prefer not a must)

EDUCATION REQUIREMENTS

- PhD or Master of STEM (Physics, Chemistry, Bio-Chemistry, Bio-physics, Bio-tech, Materials)
- Proficiency in English Listening, Speaking, Writing and Reading (very important)
- Basic knowledge of pedagogy and ability of pedagogical communication (not a must, can be trained)

REVIEWED BY	Alan West	Title	ToT Chief Leader
APPROVED BY	Hai Phan	Title	C.E.O
DATE POSTED	1.FEB 2018		
DATE HIRED	1.MAR 2018		