

Senior Academic Executive

Cambridge English For Life Sdn Bhd (HQ)

Job Description:-

Your job responsibilities:-

1. Design and develop Schemes of Work, Teacher's Guides and Training Manuals
2. Managing, developing and maintaining all the CEFL curricula
3. Conducting teacher training for CEFL teachers
4. Development of new educational products as required
5. Assist in the development of online learning materials as required
6. Teaching CEFL programmes as required
7. Providing assistance during Cambridge English exams twice yearly
8. Assisting in marketing and promotion of CEFL programmes and examinations as appropriate

Job Requirements:-

- Minimum Bachelor's Degree in Education, TESL, English, Linguistics or related; teaching certification preferred
- Minimum 3 years of experience in teaching English
- Sound knowledge of the Malaysian Education System
- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers
- Must be willing to work overtime hours and weekends as needed

End