

2021 학년도 원어민 영어 교사 채용 공고문(영문)

We are looking to hire suitably qualified and experienced teachers for Korean International School in Hanoi (Elementary Department) for the SY 2021-2022

Full-Time Elementary EFL Teachers (one year contract)

Responsibilities

- utilize your EFL qualifications and skills to teach grammar, vocabulary, and the four skills (listening, reading, writing, and speaking - including pronunciation).
- teach across a range of levels and ages (Elementary Department), including the summer camp programs
- be able to work from 8:30 AM to 4:30 PM / Mondays to Fridays with average teaching hours up to 24 lessons per week
- plan student-centred lessons while following a designated curriculum.
- draw-up, administer, and write mid-semester and end of semester exams.
- write semester-end reports.

• Minimum qualifications and experience

- Must submit a University degree / Education degree
- Must be in **Vietnam and be available to work on February 25, 2021**
- Must have a minimum of **3-year teaching experience with working visa in Vietnam**

-If married to Vietnamese, must have a spouse visa with 3 years teaching experience

- Should at least be a native English speaker
- Must have a CELTA or equivalent teaching qualification
- Must have a clean police check issued within the last three months
- Should exemplify adaptability, flexibility, and cultural sensitivity

• Salary and other benefits

2000 USD (before tax) per month for basic salary and other extra benefits will be additionally paid depending on qualifications, experience, and hours worked

(+ 200~1200USD). Tax is payable on a sliding scale; most teachers pay around 15~20%.

- **Bonus**

- 600 USD quarterly bonus (starts on the 6th month)
- Additional bonus upon contract completion
- 500 USD Relocation allowance (one time only)
- Free lunch

- **Work permit covered by the school**

- **To Apply**

To apply, please attach the following details with your application:

- Cover letter
- Full CV with referees
- Scanned colored copy of teaching certificate(s) and a university degree(s).
- Police clearance certificate
- Scanned copy of passport and a working visa in Vietnam
- Employment Certificate with at least three years of teaching experience

Only short-listed applicants will be notified. Applicants will be expected to teach a micro-lesson as part of the interview process. Details about the micro-lesson will be sent to short-listed applicants.

Email your application to: mariakishhanoi@gmail.com

Deadline for applications: January 6, 2021

Date of Interview: January 7-8, 2021

For further information:

☎ 04-7301-5339 (Office)