



SCIENCE OF LIFE STUDIES 247 (811025-T)

**MALAYSIA HQ**

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serve.



educate.



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## PROJECT OVERVIEW

### Teach English / Empower Communities in Malaysia!

SOLS 24/7 Malaysia is an award-winning humanitarian organization committed to serve, educate and empower underserved communities in Malaysia.

SOLS 24/7 Malaysia is the implementing partner for the Bahasa Inggeris 1Malaysia (Bi1M-1Malaysia English Language), a national program under the National Blue Ocean Strategy by the Ministry of Finance.

Bi1M is a nationwide initiative to improve English proficiency through teaching basic communicative English to Malaysians both in urban and rural areas. Through Bi1M, Malaysians will be prepared to participate in the nation's high-income economy while building their confidence in speaking English and encouraging the use of English nationally as a second language.

The program will be implemented in 17 locations across the country.

Program timeline: March 2016 - July 2016

Locations: UTC & RTC (Government Urban and Rural Transformation Centres).

Target Group: Children, Youth, small business Entrepreneurs, Housewives, Retirees and Working Adults.

### Position Summary

Bi1M requires dedicated and qualified individuals with experience and interest in the areas of teaching English, community development and social empowerment.

Immediate paid positions are available in the following areas:

- **English Trainer**

*Open to Retired English Teachers - Malaysians Only - Full-time and part-time positions available.*

- **Local Facilitators**

*Open to Recent Graduates - Malaysians Only - Full-time positions*

- **International Volunteers**

*Open to English Proficient Professionals - Internationals Only - Full-time positions*

**Program Locations:**

The program will be held in 17 urban and rural areas in different Malaysian states. Local Malaysian candidates near or in program locations are highly encouraged to apply and will have priority in being placed near their home. International candidates will be assigned placement depending on program needs.

**Training:**

All program staff will receive comprehensive training in the SOLS 24/7 English teaching methodology, curriculum and syllabus.

Additional training will be given to Local Facilitators and International Volunteers in the following areas: administration, reporting, classroom management, community engagement, student recruitment, marketing and social media, community development and center coordination and operations.

Each UTC or RTC will have two batches of personnel. Each batch will consist of one (1) English Trainer, one (1) local facilitator and one (1) international volunteer.

**Training for Batch A**

Date: February 29, 2016 through March 4, 2016

Location: SOLS 24/7 Malaysia HQ in Sungai Besi, Kuala Lumpur.

Food and accommodation will be provided. Travel costs to and from the training location will be reimbursed upon successful completion of the training.

**Training for Batch B**

Will be trained upon arrival to one of the assigned UTCs or RTCs between March 7-11, 2016.

**Program Commitment:**

All program staff will be required to give a commitment of four to six months to the program, which includes two weeks of orientation, training, and preparation and up to five months of teaching/administering the program curriculum.

Student enrolment begins immediately until 14<sup>th</sup> of March when the classes will start. Classes will last until 15<sup>th</sup> of July 2016 after which there will be organized closing ceremony for all students.

**Before applying:**

Please read carefully the Job description below.

ID	Start	Application dead line	Interview period	Duration	Opened for
IVB 000001	01/03/2016	Open	Running	4-6 months	Internationals

### Job Description (International Volunteer)

**Length of contract:** 4-6 months (2 weeks of training included)

**Location:** Malaysia

**Working hours:** 40 hours p/w (5.5h teaching+ 2.5h admin and community development p/d)

#### Required qualifications

- Internationals;
- High proficiency in English required;
- Passionate about English training, community development and nation building.
- Relevant work experience as well as leadership and management skills;
- Flexibility in working schedule, readiness to work in both conventional and nonconventional classroom settings;
- Demonstrated interest in education, NGO and poverty alleviation issues;
- Good communication skills and ability to communicate with different cultures and religions

#### Key Tasks

##### TEACHING

- Facilitate classroom activities and projects;
- Assist the English Trainer in the class as needed;
- Be able to teach and follow the SOLS 24/7 English methodology, curriculum and syllabus;
- Be able and willing to train other center staff on the training and systems of SOLS 24/7.

##### ADMINISTRATION

- Be able to execute independently or assist in all aspects of the learning center management and coordination to include administration and reporting (attendance reports, accounting, progress reports);
- Provide updates to SOLS 24/7 Malaysia HQ departments and maintain communication with management;
- Assist preparing and sending a monthly report to the SOLS 24/7 Malaysia Headquarters.

##### RECRUITMENT

- Student recruitment and classroom schedule development and management.

### COMMUNITY DEVELOPEMNT

- Create, implement, manage and promote community development projects and other community engagement activities;
- Involve the community in activities such as sports, community work, clean ups etc;
- Participate in formal and non-formal functions of the community.

### Benefits

- Accommodation near the teaching center;
- Allowance RM 2,000 plus bonus of RM 5,000 upon successful completion of contract;
- Travel costs within the country for the purpose of work or training;
- Program certificate and letter of appreciation;
- Training in techniques and methods for teaching;
- Possibility for a full time position after the contract ends;
- Fully provided Professional Volunteer Pass visa.

### To note

- NO English teaching certification or prior training is necessary or needed.
- SOLS 24/7 has developed it's own teaching methodology, program and system and thus you will be trained in the SOLS 24/7 System of teaching language.

### How to apply?

- Complete Google application form (available at the [following link](#))