

CATHOLIC OFFICE FOR EMERGENCY RELIEF AND REFUGEES

Urgently required

Senior Computer Instructor

Catholic Office for Emergency Relief and Refugees (COERR), a Thai NGO under the Catholic Bishops' Conference of Thailand was established in 1978 for the purpose of bringing aid to displaced persons in Thailand and those affected by natural disasters.

COERR is urgently looking for an experienced personnel to fill the post of senior computer instructor, based in Bangkok.

TERMS OF REFERENCE

1. Teach basic computer skills/ICT and computer vocational courses to Non-Thai students of different classes
2. To be responsible for developing and preparing lesson plans, teaching aids, conducting test, recording the progress and attendance of every student
3. Develop computer curriculum for Non-Thai students
4. Actively involve students in the learning process
5. Responsible for the maintenance, trouble shooting/repair and upgrade of all the computers in the education unit and other units of the organization.
6. Prepare and submit student progress and accomplishment reports to the education unit.
7. Assist in the preparation of students' data, other related data and monthly report of the education unit.
8. Assist in other management and administrative works as required

QUALIFICATIONS:

1. Thai national
2. Bachelor Degree of Education majoring in computer teaching or other related field
3. Minimum two-three years experience in computer teaching
4. Experience in teaching computer for non-Thai students is highly desirable
5. Excellent communication and organizational abilities are required, particularly in multi-lingual settings
6. Good command of English, both spoken and written
7. Open-mindedness, ability to work under pressure and strong team building skills

VACANCIES CONTACT

Please send your application letter and CV, plus 2 recommendation letters in English to Khun Aumphornpun at e-mail: abuavirat@hotmail.com by 20 March 2013

Only shortlisted candidates will be contacted.