

RECRUITMENT ANNOUNCEMENT

ACLEDA UNIVERSITY OF BUSINESS (AUB) is one of ACLEDA Bank Plc.'s subsidiary companies. It is officially recognized by the Royal Government of Cambodia as a private higher education institution on 25 January 2016. We provide Master/ Bachelor/Associate degree programs majoring specifically in Teaching English as a Foreign Language, Translation and Interpreting, and English for Business Communication, Finance and Banking, Accounting, Supply Chain Management and Logistics, Risk Management and Insurance, International Business, Fintech, Business Information Technologies, and Computer Science and Engineering. Additionally, we have provided other language short courses in English, Chinese, and Lao.

We are currently looking for a qualified candidate to fulfill the vacancy position as follows:

Job Title: Assistant Lecturer (Local)

- Work for assisting all tasks of Lecturer

= 01 Position

Location: Based in Phnom Penh

Job Description

Assistant Lecturer's tasks as below:

- Preparing a curriculum and its course syllabus for teaching
- Planning content of lectures and tutorials.
- Preparing class schedule for Chinese short-course teachers
- Preparing and delivering lectures and tutorials, seminars, or laboratory sessions.
- Providing academic guidance to students.
- Managing and leading Chinese program
- Preparing teaching materials for teachers
- Using creative and diverse methodologies to teach and share with others
- Developing and conducting student learning assessment
- Recording and maintaining student attendance records
- Attending faculty meetings, conferences, and events invited by the university
- Performing other duties assigned by the university.
- Contributing to curriculum revisions and course and degree requirements.
- Contributing to research of related field

Qualification

- Knowledgeable in Chinese language.
- Holding Bachelor's Degree in Chinese is a plus.
- Never have any professional misconduct, never been convicted or have any criminal record.
- Having at least one year teaching experience of Chinese.
- Being patient and adapting good sense of humor.
- Being Punctual and high responsible.
- Being friendly and willing to effectively work with different types of customers.
- Willing to work through the guidelines and curriculum of AUB.

General requirement

- Fluent in speaking, reading, writing, and listening in Chinese.
- Ability to adapt and follow AUB and Cambodian culture.
- Good soft skill.
- Be able to assist lecturer in teaching with multiple methods.

How to Apply

Interested candidates are requested to complete the application form provided by AUB and submit other documents to Building #1397, Street 1019 (Hanoi Blvd), Phum Anlong Kngan, Sangkat Khmuonh, Khan Saensokh, Phnom Penh or send to telegram number 010 700 763.

Only shortlisted candidates will be contacted for interview.

The application deadline is **27th/March/2024**