

	<b>JOB DESCRIPTION</b>	Revision No.: 002 Date of Issuance/Revision: 02 Feb 2024
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Job Title:	LECTURER – OFFICE ADMINISTRATION
Department:	ACADEMIC
Reporting to:	HEAD OF ACADEMIC

### Duties and Responsibilities

- Develop, review update, and prepare Written Instruction Material (WIM) and student portfolios, and compliance with the new NOSS of SKM programme **N821-001-3:2020 – Office Administration.**
- Conduct and deliver quality lectures, tutorials, discussions, workshops, consultancy and other means of learning facilitation professionally and effectively to students.
- Actively involved in visits from Jabatan Pembangunan Kemahiran (JPK).
- Closely work with the Pegawai Pengesah Luaran (PPL) on the examination procedures, visits, updated WIM.
- Update all the examination and portfolios mark into the MySpike System.
- Involve in the development of examination papers and other assessments accordingly to the course learning outcomes, invigilate examinations, and evaluate students' performance.

### Job Specification

- Candidate must possess relevant academic qualifications of at least **Sijil Kemahiran Malaysia (Level 3) / Diploma Kemahiran Malaysia (Level 4) / Diploma Lanjutan Kemahiran Malaysia (Level 5) of Office Administration.**
- Preferably applicant with **Vocational Training Operation (VTO) or TVET-I certificate.**
- Applicant must have PPB/PPD/PP Induction Certificate.
- Teaching experience in JPK centre is an added advantage.
- At least one (1) year of working experience in the similar capacity
- Possess good command of Bahasa Malaysia and English.
- Must have basic computer knowledge.
- Able to multitask and work independently.
- Preferences given for those who experienced in teaching slow learner students.
- Evidence of other teaching and/or relevant professional experience;
- Evidence in providing consulting and training services as well as willingness to develop and deliver continuing education programs for practicing professionals for their personal and professional developments;
- Eligibility for membership of relevant professional body(ies);
- A willingness to be involved in the profession and the wider community on matters related to the discipline