

**VTAR Institute** (*License Code: L00319*) was formed in 1990 and is currently conducting vocational programmes, which are accredited by the Malaysian Skills Development Department, Human Resources Ministry.

VTAR Institute is currently conducting six vocational programmes, namely SKM Level 2 and Level 3 for Electronic Equipment and Electrical installation & Maintenance, SKM Level 2 for the Beauty Therapy, SKM Level 2 and Level 3 for Furniture Technology Certification Course, Hair Dressing Course, Bakery course and Wireman (PW2). In tandem with the aspirations of the Economic Transformation Programme, we are rapidly expanding our facilities and programmes. We would like to invite suitable candidates for the position below.

### **Electrical or Electronic Instructor – Immediate Vacancies**

#### **Responsibilities:**

Preparation of teaching materials, student notes, worksheets, examination questions, practical & theory instruction manuals and other relevant teaching resources for the course.

Conducts theory (30%) and practical (70%) classes for the students.

Assesses students' performance through portfolio and examinations (both theory and practical).

Ensures all technical knowledge and facts are effectively delivered to the students/ trainees.

Assist Instructor in JPK examination registration for PPL visit.

Assist monitoring and maintenance of electronic or electrical storeroom Prepares reports and correspondence related to the work.

Carries out other ad-hoc duties as and when assigned.

#### **Requirements:**

Candidate must possess at least SKM3, DKM or DLKM with VTO certificate or any other related field.

PW2 or PW4 would be an advantage.

Related field working experience preferable.

Possesses good interpersonal and communication skills, energetic, resourceful and confident to conduct training independently.

Passion in teaching and guiding youths.

Full-Time positions available.

*Please apply via email only.*

Kindly send in your resume and also state the following information:

(a) Availability and (b) Current and Expected salary.

We thank you for your application and only short-listed candidates will be notified.

Our Contact Information:

Human Resource & Administration Department  
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Outstanding Career Development Opportunities

Annual Bonus Based on Performance

Closing Date: 31<sup>st</sup> December 2018