

# JOB OPENING

POSITION : **AUTOMOTIVE SERVICING NC I TRAINER** (Job Order Basis)

OFFICE : **TESDA WOMEN'S CENTER, TESDA-NCR**  
Gate 1, East Service Road South Superhighway, Taguig City  
Email: [twc@tesda.gov.ph](mailto:twc@tesda.gov.ph) or [jamorales@tesda.gov.ph](mailto:jamorales@tesda.gov.ph)

SALARY : **P 1,600 per day**

## THE HIREE WILL BE RESPONSIBLE FOR THE FOLLOWING:

- Facilitates and delivers competency-based training in Automotive Servicing NC I
- Monitors the trainees' performance in terms of knowledge, skills and attitude during the in-center training
- Conducts competency-based assessment of trainees at the end of each module
- Enhances the existing competency-based curriculum, session plans and training modules /instructional materials
- Maintains training tools and equipment, and facilities
- Submits Trainees' Performance Report, Training Report, Inventory Report and other training-related reports to TWC; and
- Perform other functions assigned by the immediate supervisor

## JOB QUALIFICATIONS OF THE HIREE ARE:

- Must be a holder of Automotive Servicing NC II
- Holder of National TVET Trainers Certificate (NTTC) Level 1 - Automotive Servicing NC I
- Must have at least 2 years teaching experience in relevant qualification
- Must have at least 2 years job/industry experience (optional)
- Must be physically and mentally fit

Other Qualification : Good in oral and written communications  
Good in coaching /facilitating skills  
Computer literate  
Good inter-personal relationship and work attitude

**All interested applicants must submit their application together with the following documents to Ms. Janet A. Morales, HR Officer, TESDA Women's Center not later than January 15, 2018:**

- Recent Curriculum vitae
- Certificate of Employment, if available;
- List of training programs attended indicating the no. of training hours with certified photocopies of training certificates; and
- Certified true copy of transcript of records/diploma