

JOB OPENING

POSITION : **SMAW 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 or 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 SMAW 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 SMAW NC II
- Holder of NTTC Level 1 for GMAW NC II and SMAW NC II
- 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 : Good in oral and written communications
Qualification : 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