



Methodist
Council
of Education

RECRUITMENT NOTICE
Council of Education, Methodist Church in Malaysia

1. PRIVATE SCHOOLS DIRECTOR

FUNCTION OF WORK:

Oversee and support the growth and development of Private Methodist Schools

LEVEL OF WORK:

Management, Administration and Supervision

CRITERIA

Should have experience in educational administration

Possess a Degree in Education or equivalent

Be a committed Christian

Well-informed on assessment and monitoring

Able to contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.

2. FINANCE ASSISTANT

FUNCTION OF WORK:

Data entry, payment vouchers

CRITERIA

Christian

Possess a Diploma/LCCI/CAT in Accounting

Working experience of at least 2-3 years in accounts

25-35 years old

Good English speaking and writing skills

Computer knowledge (Word, Excel). Experience in MYOB is added advantage

Closing date: 15 December 2011

Email to contact.us@MethodistEducation.edu.my

or Post or fax your resume to :

The Executive Director

Methodist Education Centre

67, Jalan 5/31,

46000 Petaling Jaya, Selangor

Fax: 03-79583346

Tel: 03-79565310