

## Employment Opportunity

### for Full-time Secondary English Teacher (2022. Aug.~2024. Feb.)

**Korean International School (Secondary) in Ho Chi Minh City, District 7** is looking for a dedicated and hardworking Full-Time EFL teacher. **Only candidates in VN will be eligible to apply.**

#### 1. You are expected to meet the following requirements:

- ① Native English speaker from one of the following countries (USA, UK, Australia, Canada, New Zealand, South Africa, or Ireland) is recommended. Regardless of nationalities, teachers who received degrees from countries where English is used as an official language are also accepted.
- ② BA or above in any field. (3+ yr college degree).
- ③ Three years or more of teaching experience preferred\*.
- ④ TESOL/TEFL/CELTA/Teacher's certification (100+ hr) - Mandatory

\*Those with BA in the Education field don't need ③ and ④.

#### 2. Contract Term: 16<sup>th</sup> August 2022 - 29<sup>th</sup> February 2024

- Contract renewal will be offered at the end of the contract period.
- All newly hired teachers will be required to attend in-person orientation starting on August 12, 2022.

#### 3. Job specifications (Full-time teacher):

- Teaching hours: about 21 classes (45-minute classes) / week, from Monday to Friday, and fulfilling administrative work associated with being a teacher during school hours. The school hours are from 8:10 to 16:30.
- Base Salary: 50,886,000VND for a month
- Model United Nations (MUN) experience preferred (Position for MUN coordinator)
- Qualification Incentives:

Classroom-based Degree (Education or English only)		Certificate from your home country (Relating to English Education or Education)	
Master's	2,313,000VND	Teacher's Certification	2,313,000VND

- Career Incentives: Based on your working years at KIS HCMC

Teaching Experience at KIS HCMC	Incentives (maximum: up to 18,504,000VND)
1 <sup>ST</sup> year	N/A
2 <sup>nd</sup> year	3,470,000VND
3 <sup>rd</sup> year	6,939,000 VND
4 <sup>th</sup> year	10,409,000 VND
5 <sup>th</sup> year	12,722,000 VND
6 <sup>th</sup> year	13,878,000 VND
7 <sup>th</sup> year	15,034,000 VND
8 <sup>th</sup> year	16,191,000 VND
9 <sup>th</sup> year	17,348,000 VND

Over 10 <sup>th</sup> year	18,504,000VND
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- Extra allowance: Teaching supplementary classes after school or during vacation time will be compensated at an hourly rate.
- Half of your salary is awarded at completion of your contract.
- Health Insurance is provided.
- There is also an end-of-year bonus where the amount is dependent on your performance.
- If you take up a coordinator position, you will be paid extra accordingly.
- Target students: G7-G12. Class size ranges from 25~35 students per class
- **The first three months will be a probationary period.**
- **Due to COVID19, online interviews might be used instead of in-person interviews.**

**4. Submit the following required documents by email ([yunjinah@kshcm.net](mailto:yunjinah@kshcm.net) and [elee@kshcm.net](mailto:elee@kshcm.net)). Please submit all documents and the deadline for submission will be by the 10<sup>th</sup> of June 2022. Incomplete applications will not be accepted and reviewed.**

- Only candidates selected for the interview will be notified.
  - During the interview, applicants will be requested to perform a 10-minute demo lesson. A 40-minute lesson template on a relevant topic based on the curriculum will be provided to potential candidates for preparation via email.
- ① Resume (CV)
  - ② A copy of passport photo page
  - ③ At least two references with phone numbers or email addresses from your recent job
  - ④ The official transcript or degree certificate from the highest educational organization you have graduated from

**5. Documents to be submitted.**

- **In order to issue the contract, the selected applicant needs to submit the following documents as soon as possible (within three weeks after the employment confirmation. Due to COVID 19, a minor delay may be possible.)**
- ① [Original diploma/certificate](#) notarized by the Ministry of Foreign Affairs and the Vietnamese Consulate in the applicant's home country.
  - ② [Original certificate](#) (i.e. Teacher's License, TESOL, TEFL, CELTA, etc) notarized by the Ministry of Foreign Affairs and the Vietnamese Consulate in the applicant's home country.
  - ③ [Criminal Record Check](#) in Vietnam (those who already reside in Vietnam) and [Criminal Record Check](#) in the Applicant's home country (those who reside outside of Vietnam) notarized by the Ministry of Foreign Affairs and the Vietnamese Consulate in the applicant's home country. A clean background check to work with children is required.
  - ④ Medical checkup in the designated hospitals (FV or CarePlus)
  - ⑤ 2 photos (4cm\*6cm)