



Commitment to Excellence

Kingdom of Cambodia

Nation Religion King

Paññāsāstra University of Cambodia

Sīla Samādhi Paññā

JOB VACANCY

PUC Testing and Admission Center (PTA) is seeking an innovative and qualified candidate to fill in the position of Assistant Manager.

SUMMARY OF ASSIGNED DUTIES:

- Score MCQ tests and writing tests
- Interview new students
- Administer placement test for Master's and PhD candidates
- Provide test information to candidates via email or phone call
- Maintain filing system of test takers
- Arrange administrative preparation for meetings and training programs, and take minutes
- Perform other related duties as instructed by the manager and the Associate Dean of PTA

REQUIRED QUALIFICATIONS

Education:

- Completion of a Bachelor degree in Education or TESOL (Master's degree is preferable)
- Current **PUC employees** are also encouraged to apply for the position

Computer Skills: Proficiency in the use of Microsoft Word and Excel

PUC competencies: Having high integrity, producing results & promoting teamwork

SCREENING PROCESS: English MCQ and written test, computer skill test & interview

APPLICATION DEADLINE: 21 September 2013

HOW TO APPLY: Please submit your transcripts, CV & cover letter by email: vateyprak@yahoo.com

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