



## JOB OPPORTUNITY

Ghiyasuddin International School is looking for enthusiastic, committed and dynamic staff who can be part of an excellent educational institute.

**Interested candidates are requested to send the following documents to:**

Ghiyasuddin International School ([hr@gis.edu.mv](mailto:hr@gis.edu.mv)), on or before **15:00 on 26<sup>th</sup> February 2017**

- Completed **Job application form** (Link: [www.gis.edu.mv](http://www.gis.edu.mv))
  - CV and attested copies of qualification certificates
    - experience certificates / documents
    - copy of ID card / Passport
    - passport-size photo

JOB	Required	Minimum Requirements	Salary
<b>Office Administrator</b> (Admin. Manager)	1	<ul style="list-style-type: none"> <li>• Degree in related field</li> <li>• excellent organizational and time management skills</li> <li>• ability to work on your own initiative</li> <li>• the capacity to prioritize tasks and work under pressure</li> <li>• ability to liaise well with others and delegate tasks</li> <li>• able to work long hours</li> <li>• 2 years of experience in related field <i>*experienced non-graduates can also apply</i></li> </ul>	<b>Salary negotiable</b>
<b>Career Guidance Counselor</b>	1	<ul style="list-style-type: none"> <li>• diploma in related field</li> <li>• excellent communication skills</li> <li>• excellent critical-thinking skills</li> <li>• 2 years of experience in the field <i>* having teaching qualification and experience will be an advantage</i></li> </ul>	
<b>Special Education Teacher</b>	2	<ul style="list-style-type: none"> <li>• bachelor's degree in special education</li> <li>• good teaching skills</li> <li>• good critical-thinking skills</li> <li>• 2 years of experience in the field</li> </ul>	
<b>English Literature teacher</b>	1	<ul style="list-style-type: none"> <li>• degree in related subjects</li> <li>• diploma in Teaching</li> <li>• good teaching skills</li> <li>• familiar with IGCSE syllabus</li> <li>• 2 years of teaching experience</li> </ul>	