

**Position : Centre Manager**

**Job type : Full Time**

**Location : HOPE Methodist Vocational Centre  
(Sitiawan, Perak)**



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### **Principal Duties:**

- Work closely with the Head of Public Schools, from the Methodist Council of Education
- Oversee all daily operations of the HOPE Methodist Vocational Centre (HMVC)
- To plan, coordinate, and implement Technical and Vocational Education and Training (TVET) programmes being introduced
- Ensure the operational implementation of work plans, setting clear targets, activity plans, resources and materials for training
- Ensure that courses, both theoretical and practical, meet quality standards
- Work closely with trainers, ensuring a timely and effective performance
- Prepare and deliver lessons as required
- Develop a monitoring plan and ensure that adequate monitoring tools are in place for TVET courses and internships
- Coordinate and organise internships in collaboration with the private sector, plan and supervise effective implementation of the internship schedule
- Data collection, analysis through different M&E tools, and draft narrative reports, including analysis of quantitative data, as per the project's annual work-plan
- Ensure that HMVC infrastructure is maintained, fit for purpose and is in place for the TVET course offered
- Ensure the occupational competence of all centre staff - in line with programme requirements, conduct capacity building as required
- Perform any other relevant duties as assigned by the Head of Public Schools

### **Requirements:**

- Degree in Business Administration, Education Management, Education Leadership or equivalent Candidate with education training and teaching experience
- Certification in project management or Technical and Vocational Education and Training (TVET) will be an added advantage
- Work experience with B40 and/or Orang Asli (OA) communities
- Project leadership and management, including monitoring of activities, analysis and reporting
- Ability to collaborate, communicate and negotiate effectively with stakeholders
- A passion to work with teenagers/ young adults
- Good communication skills in English and Malay language (oral and written). Other languages are an added advantage.