

JOB TITLE	Visiting Senior Lecturer (VSL) - German Language
HONORARIUM	<p>Minimum RM7,305.00 per month (+- €1,549.30) Maximum RM13,895.00 per month (+- €2,946.95) Emoluments are subjected to Malaysian Income Tax provisions. The payment of the income tax will be under the Officer's personal responsibility.</p>
DURATION OF APPOINTMENT	1 year (contract). Renewal for another contract of service based on performance.
REQUIREMENTS	<p>Academic qualifications:</p> <ul style="list-style-type: none"> i. A minimum of a Master's degree (Level 7, MQF) in Linguistics/ Applied Linguistics/ German as a Foreign Language or related fields with a minimum of C1 of CEFR in German language OR ii. Bachelor's degree (Level 6, MQF) with a minimum of 2 years teaching experience in German language with a minimum of C1 of CEFR in German language <p>Specific knowledge:</p> <ul style="list-style-type: none"> • Professional experience in teaching German language for tertiary students preparing for B1-C1 tests (e.g. TELC or, TestDaF) • Good command in English language <p>Personal qualities and attributes:</p> <ul style="list-style-type: none"> • Adaptable and flexible • Willingness to communicate in intercultural settings • Added values: <ul style="list-style-type: none"> - Experience and interest in education-oriented research, e.g. action research - Experience in working in public service in Malaysia
JOB DESCRIPTION	<ul style="list-style-type: none"> • Planning, preparing and conducting German language classes at A1-C1 levels between 15-24 hours per week. • Managing administrative tasks and documentations related to teaching and other academic matters • Preparing and administering assessments to evaluate students' learning progress • Ensuring student achievement of specific results in any of the German language tests, e.g. TELC or TestDaF or equivalent, as required by the respective programmes and university partners • Participating in the promotional events of the dual degree programmes. • Attending all required meetings, gatherings, events organised by UMP and external organisations as approved by UMP. • Organising and/or participating in any community related activities as approved by UMP. • Conducting language-related training, services and consultancy as approved by UMP. • Arranging cultural events and educational trips related to German language and culture as approved by UMP. • Carrying out, performing and completing other tasks as required by UMP from time to time.
WORKING HOURS	Regular working hours is 40 hours per week (record of attendance is compulsory)
LEAVES	The Officer shall be eligible for Annual Leave at the rate of 25 days per year of service. Annual Leave must be taken in the year, which it accrues, and such leave must be taken before the expiry of the contract.
MEDICAL BENEFITS	<p>1. Medical Insurance Group Medical Insurance for the Officer and spouse & limit to three (3) unmarried child of the Officer under the age of eighteen (18) years old.</p> <ul style="list-style-type: none"> a. Hospitalization benefits (inpatient); b. Funeral expenses/ Repatriation <p>Subject to the coverage offered by the insurance company appointed by the University.</p>

	<p>2. Outpatient treatment The Officer, spouse & limit to three (3) unmarried child of the Officer under the age of eighteen (18) years old are entitled for the outpatient treatment at the respective bodies;</p> <ol style="list-style-type: none"> University Health Centre, University Panel Clinic; and Government Hospitals in Malaysia <p>The medical fees for the outpatient treatment only subject to the limitations set by the University.</p> <p><i>* only applicable in Malaysia and during the service</i></p> <p>3. The Officer is entitled to get free treatment at the University's Clinic (on campus) and treatment at Panel Clinics registered with the university. Outpatient treatment at Clinic Panel: not exceeded RM750, Non-Panel: Not exceeded RM250.00. Subject to RM50.00 per treatment</p> <p>4. Compensation: The entitlement for these benefits is only granted exclusively for the Officer in case of:</p> <ol style="list-style-type: none"> Death Total and permanent disability Permanent partial disability Terminal illness <p><i>*Subject to the coverage offered by the insurance company appointed by the University.</i></p>
PASSAGE	If the Officer was outside Malaysia at the time of appointment grant the Officer a free passage to Malaysia for himself and the Officer's spouse and such passages shall be by air or any transportation and such class and route as the university may determine.
ACCOMMODATION	On arrival in Malaysia, the Officer is granted an accommodation in the transit house for a period of not exceeding one (1) month
EMPLOYMENT PASS AND VISA	<p>The following passes / visas borne by UMP:</p> <ol style="list-style-type: none"> Staff Pass / Visa: <ol style="list-style-type: none"> Employment Pass / Professional Visit Pass Single Entry Visa Journey Performed Pass Dependent Pass / Visa (For Spouse Only): <ol style="list-style-type: none"> Dependent Pass Single Entry Visa

*Officer = refers to the candidate who has accepted the UMP employment offer

APPLICATION :

The following documents should be submitted for the application:

- Updated Curriculum Vitae (CV)
- Copy of the academic certificates (Bachelor, Master, Doctorate/PhD)
- Copy of a front page of the passport
- Passport size photograph - 35mm x 45mm (*width x height*)

Interested candidates are requested to send the documents to ashikins@ump.edu.my / pelantikanhr@ump.edu.my