UNIT V: JOB ANNOUNCEMENTS

Objectives:

- Vocabulary used in job ads.
- Sources: Where can we find information about jobs?
- Identifying job ads' main points. Do I match the job responsibilities & requirements?

1. Vocabulary

A. Match the words with their meanings. Write the answers in the blanks.

Word		Meaning
 require graduate (n) apply (for a job) applicant short-listed candidate application form 		 a. a form for an applicant to fill out his/her personal data, education, and work experience b. a letter that your employer or teacher writes about you c. a letter you write to explain why you want the job d. a person who asks a co./org. for a job e. a person who has completed high school/university f. need g. paper certifying that you have completed a university course
 Curriculum Vitae (CV) / résumé 		h. prepare yourself and bring necessary documents to a
8. degree		co./org. because you want to get a job there
9. cover letter		i. someone who has been selected for the next step
10. Recommendation letter	<u> </u>	j. written summary of one's personal data, education, and work experience

B. Match the words with the correct places (numbers) in the job ad.

Word	#
application documents	
closing date / deadline	
contact office & address	
contact person & tel.	
job title / position	
qualifications required	
recruiting org./co.	
responsibilities	



Campaign and Advocacy Coordinator - Salary range \$770 - \$1000 p/m plus benefits

ducation Partnership (MEP) is a membership organization that coordinates tilalogue and cooperation among key iddes to improve the quality and accessibility of education in Cambodia.

looking for a qualified person to fill in position of Campaign and Advocacy Coordinator, to be based in Phnom

- Advisory

 Continue the strologment of NEP's advocacy sines and positions on education issues

 (Continue Government performance on key issues and contribute towards development of education policy

 Monitor Government performance on key issues and contribute towards development of education policy

 Cooperate vitin the Research town to kinetify issues for resourch, assist discontination of research fludings and use

 Cooperate vitin the Research town to kinetify issues for resourch, assist discontinuation of research fludings and use
- Monitor Government performance on key issues and contribute towards directly only of detaction policy Cooperate with the Research team to Kentilly Issues for research, assals discentination of research findings and use then for advocatey Work with nidward NEP staff to gather information from manifests so that NEP can represent members' views and voice to government and development portions. Build relationships with key stakeholders to Government, development pathners, NGCs and the mertils Alterial meetings with development pathners and the Royal Government of Cambodia as appropriate theretily, summarize and analyze main documents related to education policy and programs to share with NEP staff and members.

- and members.

 Work with relevant NEP staff to-produce the monthly digost and newsletter, and provide information for NEP's social models.

- and other statishioldiers in campaligns work of the CCE Leading Committee to Identify the specific issues that these campaligns work with NEP staff and members of the CCE Leading Committee to Identify the specific issues that these campaligns will focus on. Load the planning, implementation and evaluation of campaigns under the Global Campaign for Education such as for Global Action Week and World Tenchers' Day Manage sampletin activities such as insolic ovents. TV/india programmes, use of social media and production of national materials.

 Mobilize community participation in education issues such as monitoring school activities and performance

- Minimum qualifications and skills required:

 Brotholor degree in managument, social sciences or other relevant subjects.

 Three years progressive exprehence in advocatey, proformity in the advection scaler.

 Bo from the spoken end willige Khmar and English.
 Good interpersonal communication and fear work.

 Basic computer skills in Minimum (Work, PowerPoint, Excel, email and internet.

 Fluxibility to turn for overingfelt stays outside all Phrom Penh.

 Cultural sensitivity, foam spirit and altitude of service.

- Additional requirements
 Good knowledge of education policy and advisoury
 Knowledge of both formal and non-formal education sectors in Cambodia
 Experience of giving prescriptions and good public speaking detalls

Interested candidates should submit a covering letter and resume to: into@mspcombcols.org in to later thain 27th January 2016. Candidates may also deliver the application directly to NEP's office of the 4.1, Street 4sh, Sanghel Youl Tumpoing II, Khon Chambarmon, Pinnen Paint. Women are accountyped to apply NEP's a 41 cycle of applyor.

9⁽²⁾ Discussion Questions

Work in small	groups	tо	discuss	the	following	questions.

- 1. Where can we find information about jobs?
- 2. Do we need to understand a job ad clearly before applying?

3. What steps should we take before applying?

4. Do you think it is beneficial to find out information about the co./org. that you are applying to?

5. Which is more important to you: degree or knowledge?

Looking for a job

1 How do you find that ideal job? Here are some good places to start:

You Family and Friends

Talk to your parents, friends, classmates, and neighbors. Sometimes the people you know are the best sources of information about job openings. They may know about openings where they work.

5 Your School

15

20

Your school may have a work placement office — a special office with people who help you find job leads. Job leads are information about job openings. Also talk with you counselors and teachers about what kind of job you would like to have.

Help-wanted Ads

Help-wanted advertisements in newspapers can be useful in many ways. First, you can find out quickly if any jobs in the ads interested you. You can also get an idea of what salary a certain job pays and what education or skills are required.

Local Businesses

Some businesses post (hang) job notices on supermarket or shopping mall bulletin boards. You can also call a company's human resources department to see what jobs are open. Some businesses post help-wanted signs in their windows.

Employment Agencies

Businesses that help people find jobs are called employment agencies. These agencies usually charge a fee for finding you a job. Sometimes the fee is paid by the employer and sometimes by the person looking for the job. If you contact an agency, you will have to provide information about yourself. You may also need to provide a résumé.

- 1. What is the main idea of the passage? Circle the letter.
 - a. The people you know are the best sources of information about job openings.
 - b. Help-wanted ads can be useful in many ways.
 - c. Places to start looking for a job include: family and friends, your school, want ads, local businesses, and employment agencies.
 - d. Employment agencies can help you find a job.

2. Read	for details and answer these questions. a. Who can be the best source of information about job openings?
	b. What can you find out from help-wanted ads?
3. Wha	t is the topic sentence for the paragraph about help-waned ads?
4. Find	these terms in the passage. Guess their meanings from the context.
	a. work placement office (line 6)
	b. job leads (line 7)
	c. salary (line 11)
	d. post (line 14)
	e. employment agencies (line 17)

3. Identifying Main Points & Personal Matching

A. Scan one of the job ads above and complete the main points below.

Recruiting org./co.:

Job title:

Qualifications required:

Responsibilities:

Application documents:

Closing date:

Contact person/tel.:

Contact office & address:

B. Ask yourself these questions and write your answers.

Am I interested in this position?

Am I available to work during the hours and at the location required by the job?

Can I complete all responsibilities of the job?

Do I have a degree or certificate related to the job?

Do I have experience related to this job?

Do I have enough qualifications that are required for this job?

How can I get more information about the job as well as the org./co.?

Having known the details, would my personality match working in this org./co.?

Would I apply for the position?

C. In pairs, tell your partner whether you would apply for the job and explain why.



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IOB OPPORTUNITY

Host agency	Krousar Thmey Cambodia				
Position title	Monitoring and Evaluation (M&E) Officer All KT programmes				
Name of programme					
Duty Station	Phnom Penh				
Supervision	General Director				
Contract type	Full-Time – Specific duration contract				
Duration	1 year (renewable)				
Starting date	As soon as possible				

As a key member of Krousar Thrney Head Office, the Monitoring and Evaluation (M&E) Officer is responsible to ensure the quality of monitoring and evaluation of our activities, by developing and improving appropriate tools. The M&E Officer has to take an active part into all stages of the project cycle, from development of project proposals to progress reports to donors. Assessment of our programs should result in detailed and quality reports for our donors as well as for the government, in English and/or Khmer.

Able to work autonomously as in a team, the M&E Officer will work in tandem with his foreign colleague and in close collaboration with the departments of Communication and Finance. The position is based in Phnom Penh with monthly travels to provinces.

By complying herself/himself with Krousar Thiney vision, mission and policies, she/he will contribute to achieve the organization goals and objectives.

Responsibilities and tasks

Tools Deslan

- Play a leading role in the development and implementation of a comprehensive M&E framework, including objective verifiable indicators (efficiency, sustainability, impact, etc.) and appropriate measurement tools.
- Actively participate to the design, implementation and management of a database for an effective
 monitoring of the beneficiaries of our programs, in collaboration with the program coordinators.
- Develop templates of activity seports in order to improve the collect and the compilation of indicators
- Implement baseline surveys, both quantitative and qualitative, in order to better assess the relevance
 and impact of our activities. Ensure the training of staff in charge of these surveys.
- Develop rase studies of our beneficiaries so as to better understand the qualitative impact of our projects.

M&E Management

- Assist program coordinators to develop a systematic and realistic monitoring in order to collect quantitative and qualitative data to evaluate the achievement of our goals.
- In close cooperation with program coordinators, coordinate and supervise the activities of M&E, ensuring the quality of their implementation by the staff.

4 street 137, Toria (nós 1 font Kors, Pánorti Penti – PO Box 1393 ± 859 (b) 73 880 563 — communicitios@iroszor thrney ing musi Francia Africa (na.

A. Scan job ad 6 and complete the main points.

Recruiting org./co.:

Job title:

Qualifications required:

Responsibilities:

Application documents:

Closing date:
Contact person/tel.:

Contact office & address:

B. Ask yourself these questions and write your answers.

Am I interested in this position?

Am I available to work during the hours and at the location required by the job?

Can I complete all responsibilities of the job?

Do I have a degree or certificate related to the job?

Do I have experience related to this job?

Do I have enough qualifications that are required for this job?

How can I get more information about the job as well as the org./co.?

Having known the details, would my personality match working in this org./co.?

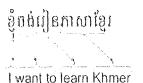
Would I apply for the position?

Q.C. In pairs, tell your partner whether you would apply for the job and explain why

A. Scan job ad 7 and complete the

"NEW CAREER OPPORTUNITY......TEACHING KHMER"

Do you want to use your studies? Have you thought about teaching Khmer to foreigners? No why not? Imagine there is a quality language school that will give excellent training, career development, and competitive salaries. Interested to know more?





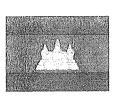


Job title:

main points.

Recruiting org./co.:

Qualifications required:







An Introduction to Khmer Teaching

We are offering you the opportunity for a career, teaching the language you love. We mean a real profession.... not just teaching for a while, waiting for something better to come along: We are opening a school in October 2014 that will teach language and culture to foreigners. The students will study full time and part time in groups. We want to train you, encourage you to develop as teachers and pay you well. We want Who: Training from Louise Wallis (ex to create a career path for Khmer

teachers and make teaching Khmer a job that is valued and important. We will be training teachers for 3 months using modern strategies for teaching language. Interested? Register with Ms. Sumana Bounchan (CAS Coordinator) before 26th May. Only 50 places available for this workshop.

What: 2 day workshop

When: 16th and 17th June 7.30am - 12

Where: RUPP Library

RUPP teacher) and her team.

Responsibilities:

Application documents:

Closing date:

Contact person/tel.:

Contact office & address:

B. Ask yourself these questions and write your answers.

Am I interested in this position?

Am I available to work during the hours and at the location required by the job?

Can I complete all responsibilities of the job?

Do I have a degree or certificate related to the job?

Do I have experience related to this job?

Do I have enough qualifications that are required for this job?

How can I get more information about the job as well as the org./co.?

Having known the details, would my personality match working in this org./co.?

Would I apply for the position?

♠C. In pairs, tell your partner whether you would apply for the job and explain why

A. Scan job ad 8 and complete the main points.

Recruiting org./co.:

Job title:

Qualifications required:

Responsibilities:

Application documents:

Closing date:

Contact person/tel.:

Contact office & address:

B. Ask yourself these questions and write your answers.

Am I interested in this position?

Am I available to work during the hours and at the location required by the job?

Can I complete all responsibilities of the job?

Do I have a degree or certificate related to the job?

Do I have experience related to this job?

Do I have enough qualifications that are required for this job?

How can I get more information about the job as well as the org./co.?

Having known the details, would my personality match working in this org./co.?

Would I apply for the position?

♠C. In pairs, tell your partner whether you would apply for the job and explain why?