

Job Description

Position	Senior Technical Instructor
Role and response	<ul style="list-style-type: none"> ● Develop and implement Career Management System for Specialist Progression Scheme ● Develop and communicate process, system, and tool for managing implementation work regarding Level advancement process for Specialist Progression Scheme ● Be a focal point for Subject Matter Expert Development Program ● Be a PMO for Specialist/Expert Framework with working team (H-DV, T-TE, T-RE and Consultant) <ul style="list-style-type: none"> ○ Control project schedule and follow up working progress. ○ Prepare every related document such as MOM, Procedure, Work Instruction, and Guideline. etc. ○ Be a host for every related meeting, working or communication session and prepare a progression report and summary report. ● Work on other special assignments by H-DV-TC Div. Manager.
Qualification	Bachelor's degree of Business Administration, Engineering or Human Resources Management or any related field.
Experience	<p>At least 8-year-experience as a PMO of project as below (is preferable)</p> <ul style="list-style-type: none"> - Engineering Project - Learning and Development project - Any project worked with an international consultant
Other skill	<ul style="list-style-type: none"> ● Have a fluent level in Microsoft Office and Microsoft Teams skill ● Have Leadership and proactive management skills ● Be fluent in English Communication ● Be familiar with Career Management, Recruitment, Promotion, Assessment, Development or have experience in a Human resources project are advantage.