Centre for Language in Education

(1) Senior Language Instructor
(Ref: SInst(CM)/CLE/0412)

Serving as the Curriculum Manager of the English Enhancement Programme (EEP), the appointee will be responsible for coordinating the overall curriculum framework, including the design, planning, development and administration of English for Academic Purposes (EAP) and English for Specific Purposes (ESP) courses. In particular, the appointee is expected to play a pivotal role in the coordination of a series of new discipline-based EEP courses, including elective courses in Academic Communication and Professional Communication for students who are streamed into distinct pathways. This involves close collaboration within the EEP team as well as liaison with content/subject lecturers of other Academic Departments of the Institute outside the Centre.

(2) Senior Language Instructor
(Ref: SInst(AM)/CLE/0412)

Serving as the Assessment Manager, the appointee will be responsible for coordinating and overseeing English language proficiency assessments for Institute-wide language enhancement programmes. Assessments involved include diagnostic, placement, achievement and proficiency tests, learner tracking and formative/summative assessment.

Applicants should have a Master’s degree in English language education/teaching English as a second/foreign language with a minimum of 8 years’ post-qualification English language teaching experience, or a doctoral degree with a minimum of 4 years’ post-qualification English language teaching experience. A track record of involvement in educational management in tertiary institutions is required. For post (1), expertise in curriculum development, assessment, and the design and delivery of discipline-specific English enhancement courses will be an advantage. Experience with Hong Kong tertiary students and familiarity with the LPATE and IELTS examinations are desirable. For post (2), applicants should have experience in curriculum assessment design and managing large scale assessments. A background in educational measurement is desirable.

Salary is competitive and will be commensurate with qualifications and experience.

An initial appointment will be made on a fixed-term gratuity-bearing contract basis. Fringe benefits include leave, medical and dental benefits.

Application Forms are obtainable from (a) http://www.ied.edu.hk/hro/applyfor.htm; (b) the Human Resources Office, 3/F, Administration Building, The Hong Kong Institute of Education, 10 Lo Ping Road, Tai Po, New Territories, Hong Kong; or (c) the Town Centre, Level 2, The Long Beach, 8 Hoi Fai Road, Tai Kok Tsui, Kowloon, Hong Kong. The completed Application Form, together with full CV, should be sent to the Human Resources Office by email to hro@ied.edu.hk or by fax to (852) 2948 6005 or by post on or before 18 April 2012. Please quote the reference number of the position in the application and mark “Strictly Confidential – Job Application” on the envelope.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted.

Further information about the Institute is available at http://www.ied.edu.hk.

HKIEd is an Equal Opportunities Employer.