

# **VACANCY NOTICE**

## **Public School Head**

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### **RESPONSIBILITIES**

- Assisting Management in the development and implementation of long term goals and objectives for Government aided schools in Malaysia.
- Implementing all policies, programmes and other directives of Management related to public schools and HMVC.
- Work with the Chairman in the appointments of Board of Governance (BOG) of Government aided schools and HMVC.
- Be the liaison person in contact with local Government aided school Principal.
- Be the liaison person in contact with local authorities Parent Teacher Association (PTA), Old Student Association.
- Be the main person to support private schools and National & Local Authorities inter-exchanges.
- Work with Chairman, SOT, AEC and PED for public/private school projects

### **REQUIREMENTS**

- Bachelor's or Master's degree in education
- Excellent written and verbal communication skills
- Proven experience in education management
- Experience in Technical Vocational Education and Training (TVET)
- Experience in inter-changes with National and Local Authorities
- Strong project management, multitasking, and decision-making skill
- Willingness and ability to travel
- Previous teaching/management experience in Government schools (strongly preferred)