

VACANCY NOTICE

REF: C22012024

POSITION	PRINCIPAL
LOCATION	SELANGOR
INDUSTRY	EDUCATION
TYPE	FULL TIME

JOB SUMMARY

This role is responsible and accountable for managing the academic policies, regulations and procedures to ensure that all students are supervised in a safe learning environment and ensure the institution's standing as one of the world class premier A-level Institution in Malaysia.

Job Description

- Overseeing the Academic, University Relations and Student Services Department including pastoral care of the Institutions (Academic Division) while reporting directly to the Chief Executive Officer of the Institution.
- To ensure proper implementation of the Institution's curriculum in accordance to academic standards of the Cambridge Assessment International Education (CAIE) and local academic standards.
- To lead and steer the Academic Division in the direction and strategic vision of the CEO and the Board of Governors and Trustees,' objectives.
- Maintaining and striving to improve on, the excellent academic performance attained thus far.
- Implementing any new programme(s) of the study to the desired quality expected by partners and stakeholders.
- Maintaining a good rapport with key stakeholders, including the Board of Trustees and Governors, scholarship-sponsoring bodies, parents/ guardians and the Universities.
- Ensuring a very high success rate in placing students in prestigious universities abroad.
- Manage, evaluate and develop a team of teachers, enabling teachers to give their best and improve performance.
- Enduring effective working relationships with the institution's parent companies.
- To foster an innovative, flexible and responsive attitude towards changes in the institutions environment to maintain the institution in the forefront of A-Level education.
- Stimulate academic attainment and create a strong institution culture whereby students can develop their skills and encourage healthy and productive student living and engagement.
- Developing a knowledge and understanding of local and national education trends, strategic planning processes, communication strategies, new technologies, change theory, creativity and innovation.
- Undertake any other duties as and when necessary.

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JOB REQUIREMENTS

- Minimum Bachelor's / Master's Degree or Doctorate (PhD) in the relevant field of study would be an added advantage
- At least 10 years exposure in managing educational institutions.
- Possess strong management and leadership skills with broad understanding of academic fields.
- Strong commitment to academic integrity and the Institution's community.
- Excellent interpersonal and communication skills in liaison with various academic institutions and government agencies.
- Ability to lead, influence and motivate the Academic Division team to achieve the Institution's vision
- Strong leadership style, dynamic, assertive self-driven and result-oriented person with initiative and passion for academic excellence.