

POOL RECRUITMENT against future vacancies for the position of ENGLISH LANGUAGE INSTRUCTOR (I).

Vacancy Number: IUS-REC-01-1992-1/2023
Sarajevo, 12.07.2023

Pursuant to decision number: IUS-REC-01-1992/23, International University of Sarajevo (hereinafter IUS) announces

POOL RECRUITMENT

against future vacancies for the position of ENGLISH LANGUAGE INSTRUCTOR (I). The exact number of employees and the type of employment will be determined by a separate decision, based on the real need and student enrollment in the 2023-2024 academic year.

Application Deadline: August 18, 2023

Required qualifications:

- Excellent command of English, written and spoken;
- Degree in English Language and Literature - Grade VII or MA Degree in the field of English language teaching (300ECTS);
- Additional international teaching certificates (CELTA, DELTA, TESOL, TEFL), preferred;
- Minimum 1 year of teaching experience, preferred;
- Working knowledge of Turkish, preferred;
- Knowledge of principles and methods for curriculum and materials design;
- Knowledge of development and implementation of English language testing and assessment;
- Knowledge of Microsoft Office programs such as Word, Excel, and other Internet applications;
- **Only BIH citizens are eligible to apply.**

Scope of work:

- Up to 25 (twenty-five) hours a week teaching English for academic purposes (for full-time instructors);
- Preparation, evaluation and marking of examinations, tests, quizzes, and homework;
- Preparation of teaching materials;
- Assessing and continuously monitoring student progress;
- Performing other educational and administrative duties by ELS Administration or IUS Rector such as translation and committee work;
- Teaching specialized English courses for business people in various business spheres;
- Teaching small groups or on a one-to-one basis when necessary.

Required Documents:

- A detailed resume **in English** with a recent photo
- A cover letter **in English.**

Interested candidates are kindly invited to send their documents to:

vacancy_els@ius.edu.ba

For more info about the University and the Life Long Learning Center, please visit: www.ius.edu.ba

Only shortlisted candidates will be contacted.