

Department of Labor and Employment
Philippine Overseas Employment Administration
Government Placement Branch

RSF NO. 200007

RECRUITMENT SPECIFICATION FORM (RSF)

EMPLOYER : Yancheng Teachers University
WORKSITE : China
CLASSIFICATION : English Teachers

Yancheng Teachers University in China is in urgent need of qualified applicants for the position/s:

One (1) English Teacher

QUALIFICATIONS:

- Not presently employed in government schools/colleges/universities, full time or part time
- Graduate of any of the following schools listed in https://drive.google.com/open?id=1DqOncG_1jX7Pm39-XSdxlobfuQ_SeStM
- For other qualifications please refer to Attachment A

BENEFITS:

See Attachment A

Qualified Applicants should **register online** at www.poea.gov.ph or <http://onlineservices.poea.gov.ph/OnlineServices/POEAOnline.aspx> and personally submit the following documents at the counters of Manpower Registry Division, Ground Floor, Blas F. Ople Bldg. (formerly POEA Bldg.), Ortigas Avenue corner EDSA, Mandaluyong City (**fastened in a folder and properly labeled with RSF No. 20007, Applicant's Name, Position Applied For, Country of Destination, PEOS Online Number and E-Registration Number**):

For Registration:

- Passport – with at least 6-month validity upon submission of application
- PSA Birth Certificate
- 2 pcs. 2 x 2 recent ID pictures
- School credentials, relevant to the position applied for
- PRC board certificate

- Employment certificates, relevant to the position applied for (if required)
- Certificate/diploma of highest educational attainment
- Transcript of Records
- Printed copy of Worker's Information Sheet/E-Registration (log-in at <http://onlineservices.poea.gov.ph/OnlineServices/POEAOnline.aspx>)

Applicants are required to present their original documents for authentication of written information before forwarding the résumé to the employer.

Deadline of submission of applications:

- Applicants from the POEA Regional Offices: **March 17, 2020**
- Applicants from the Central Office (POEA - Ortigas): **March 20, 2020**

Date: March 6, 2019

Distribution List:

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Attachment A

Name of employer	Number of available positions	Monthly Salary (RMB)	Province	City	Area	Job Description	Qualifications	Other Benefits
Yancheng Teachers University	1	9000	JIANGSU	YANCHENG	Development District	<p>1. Teaching hours: no more than 16 class hours per week. One semester has 16 weeks.</p> <p>2. Teaching content: To teach English bachelor degree students English speaking, writing, or linguistics, etc.</p> <p>3. Teaching research activities: to give students and staff a lecture and to attend some related activities once or twice per semester.</p>	<p>1. Applicants should be healthy with a bachelor's degree or above in English linguistics, literature, translation or Education, etc.</p> <p>2. Requirement of at least 2-year teaching experience unless in possession of bachelor's degree or above in English-related majors or Education major.</p> <p>3. Observe the laws, decrees and relevant regulations enacted by the Chinese Government and shall not interfere in China's internal affairs.</p> <p>4. Complete on schedule the prescribed tasks and guarantee the quality of service.</p> <p>5. Respect China's religious policy, and shall not conduct religious activities incompatible with the status of a teacher.</p> <p>6. Respect the Chinese people's moral standards and customs.</p> <p>7. Tutor students after school if required.</p> <p>8. Observe the university's work system and regulations concerning administration of foreign experts and shall accept the university's arrangement, direction, supervision and evaluation in regard to his/her work.</p>	<p>1. Reimbursement of economic class flight tickets per year from Philippines to Yancheng Nanyang International Airport.</p> <p>2. The university pays for the commercial insurance, and free charge at the university clinic.</p> <p>3. 300RMB bonus per month for electricity, water, network and cable TV for free at the apartment.</p> <p>4. 1100RMB per semester for travel allowance.</p> <p>5. Summer and winter vacations with salary in the contract year.</p> <p>6. A free apartment with 1 bedroom, 1 sitting room, 1 dining room, 1 toilet and shower room, 1 kitchen and basic living facilities, such as air-conditioners, TV, fridge, washing machine, desktop PC with wifi, etc. It is about 10 minutes' walk to the campus.</p>