

**INVITED FOREIGN  
EDUCATORS AND TOP  
MANAGERS**



# DIRECTIONS

English teacher assistants

TEFL methodologists

Guest lecturers

University top managers

# ENGLISH TEACHER ASSISTANTS

## Functions

- Assisting Kazakhstan's English teachers in conducting classes
- Holding speaking clubs, discussion sessions and other extracurricular activities with students

## Requirements to the potential applicants

- Native speaker of English
- Third/fourth year university student or university graduate
- TEFL/TESOL certificates will be a plus

## Program duration

- Up to 1 academic year

## Kazakhstan's host institutions provides

- Accommodation in a host family/hotel/dormitory
- 3 meals a day

# TEFL METHODOLOGISTS

## Functions

- Training Kazakhstan's English teachers on new methods and techniques of TEFL including academic writing, English for specific purposes, critical thinking, etc.
- Consulting and assistance on the development of academic programs/syllabi

## Requirements to the potential applicants

- Higher education in pedagogics or philology
- At least 3 years of work experience as an English teacher or methodologist
- At least 5 years of general professional experience

## Program duration

- Up to 1 academic semester

## Kazakhstan's host institution provides

- Accommodation in a hotel/dormitory
- 3 meals a day

# GUEST LECTURERS

## Priority fields

- IT, development of startup projects
- Innovative pedagogy, development of soft skills
- Development of entrepreneurial skills, project management
- Academic writing, methodology of teaching English
- Medicine

## Functions

- Conducting lectures in priority fields
- Training university faculty on developing world level academic programs
- Teaching students methods of critical thinking, methodology of conducting scientific projects and academic writing

## Requirements to the potential applicants

- MBA or PhD degree
- At least 5 years of teaching experience and at least 10 years of general professional experience
- Publications in scientific and professional journals with impact factor during the last 3 years

## Program duration

- Up to 4 weeks in one university with an opportunity of extending the program for teaching in other universities

## The Ministry of Education and Science of Kazakhstan covers

- Round trip up to \$1000
- Monthly salary/stipend up to \$3000 (taxes included)
- Accommodation up to 400,000 tenge (approximately \$1200)

# UNIVERSITY TOP MANAGERS

## Functions

- Working as a top manager of Kazakhstan's university (rector or vice-rector)
- Introducing strategic changes aimed at improving the activities of the university and including the universities in the internationally recognized rankings (QS WUR, THE, ARWU)
- Developing the parameters of the Bologna Process

## Requirements to the potential applicants

- MSc, MBA, MA or PhD degree
- At least 5 years of experience as a top manager of a foreign university and at least 10 years of general professional experience

## Program duration

- 10 months (February 1, 2019 – November 30, 2019)

## The Ministry of Education and Science of Kazakhstan covers

- Round trip up to \$1590
- Monthly salary/stipend \$4000 (taxes included)
- Accommodation up to \$903 per month

# APPLICATION PROCEDURES



**Deadline for applications is September 1<sup>st</sup>, 2018**

# REQUIRED DOCUMENTS

## Required documents:

- Resume/CV<sup>1</sup>
- Motivation letter<sup>2</sup>
- Reference letter from the last place of work or study
- Color copy of the passport
- Headshot photo
- Copies of degrees/diplomas/certifications
- Proof of work experience

<sup>1</sup> The resume/CV should include the following information: title, first name, last name, gender, date of birth (dd/mm/yyyy), country of birth, citizenship, mobile phone number, e-mail, education, qualifications, work experience, publications, awards and other relevant information

<sup>2</sup> The motivation letter is an important part of the application process and should include the following:

- Personal information. Describe your academic, professional and personal backgrounds and explain how they make you a good candidate for program. If applicable, include information about the projects that you have implemented, their results, your teaching, volunteering and intercultural experience.
- Additional information. Include any supplemental information or details about yourself that are relevant in considering your application to the program. If you have specific projects/ideas to implement or have a preference on the type of university/school where you would like to work, please, mention it in your motivation letter as well.



# CONTACTS



**“CENTER FOR INTERNATIONAL  
PROGRAMS” JSC**

Should you request assistance with applications or have any questions regarding the program, please, contact us via:

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