



## **MONTFORT YOUTH TRAINING CENTRE**

29 October 2019

### **JOB VACANCIES**

**Montfort Youth Training Centre (MYTC)**, a non-profit welfare technical training institute, caters to the underprivileged Youth, invites interested applicants for the following posts:

#### **PROFESSIONAL COUNSELLOR (Mandarin Speaking)**

- Possess at least Bachelor's Degree / Post Graduate Diploma / Professional Degree in the field of Counseling, Psychology or equivalent
- At least 2 Year(s) of working experience as a counselor in handling youths
- Able to speak Mandarin or any other Chinese dialect is an added advantage
- Able to provide counseling service to Boarders and Trainees experiencing a wide range of academic, career, social emotional problems, personal matters and concerns
- Those with counseling experience in youth ministry are encouraged to apply
- Certified counselor registered with or eligible for membership of the Malaysian Boards of Counselor is preferred

#### **STUDENT AFFAIRS OFFICERS**

- At least 5 Year(s) of working experience in the related field
- Qualification of at least SPM, STPM or higher
- Able to organise Residential Programmes, willing to participate in campus activities, maintain discipline, cleanliness, safety and security in the campus
- Proficiency in English and IT, required for writing reports
- Able to communicate in English well
- The ability to relate to young people
- Good interpersonal and communication skill
- Required to work on shift

#### **PASTORAL CARE & WELFARE OFFICER**

- Possess at least Bachelor's Degree / Post Graduate Diploma / Professional Degree in the Social Welfare or equivalent
- At least 2 to 5 Year(s) of working experience in the related field
- Proficiency in English and IT, required for writing reports

- Comfortable working in / with English
- The ability to relate to young people
- Good interpersonal and communication skill
- Able to organise and coordinate pastoral visits and outreach to Parishes to promote Montfort's mission for the underprivileged Youth in rural and interior Sabah
- Able to organise and coordinate pastoral visits to Trainees and families as part of accompaniment programme
- Able to organise and coordinate spiritual retreats for the Trainees – First Year Evaluation and Leavers' Retreat and other retreats deemed necessary for the spiritual growth of Trainees
- Ensure that every Trainee's physical, medical and emotional needs are being looked into.
- Manage parental relationships, including coordinating Parents/Teachers Day, to ensure full cooperation from the parents to promote personal growth in the Trainees
- Coordinate and manage faith formation programme include overseeing the preparation of Trainees for Sacraments of Baptism, Confirmation and First Holy Communion and arrangement of volunteer faith formatters to assist where necessary.
- Organise and coordinate interview, admission and orientation programme for new Trainees
- Organise training of Montfort Choir for Chapel's services including annual Carolling.
- Assess and short-list applications for interview based on Montfort's objectives and best eligibility for admission
- Maintain students' database and files

For more details regarding Montfort Youth Training Centre, please visit our website at [www.montfortsabah.org](http://www.montfortsabah.org). Interested individual may apply by submitting your resume to the below email or directly contact the office **by 15 November 2019**

**MONTFORT YOUTH TRAINING CENTRE,**

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