

WE ARE HIRING!

We are now seeking dynamic and highly motivated individual to join us in the following position:

HOUSE MASTER -Senawang

Job Responsibilities

1. Supervise the Home's children on a daily basis to ensure that their well being and welfare are taken care of, in particular, their schooling and related activities, meals, cleanliness, health and discipline
2. To provide a safe, disciplined and a caring environment for the Home's children
3. Supervise the Home's staff on a daily basis to ensure that they provide the necessary support services to the children and that the Home is always well maintained
4. Manage the home operations and ensure that the Home runs efficiently, in compliance with the requirements of the local authorities and government agencies
5. To ensure that visitors/sponsors/authorities are properly briefed
6. To handle the daily administration in running the Home including the petty cash and proper record keeping
7. Provide tuition & monitoring education in ensuring that the children obtain complete education.

Job Requirements

Preferably age 30 above with 10 years experiences as an Educator or Teacher (retired teacher or government employees will be considered)

Possess Minimum SPM qualification

Have valid driving license (have a GDL and PSV license is an added advantage)

Fluent in English and Bahasa Malaysia, knowledge of other languages is an advantage.

Resourceful and able to work independently.

Self-motivated and able to work in a team.

Able to coach primary and secondary students in their studies.

Working experience with children in a children's home is an added advantage

We are now seeking dynamic and highly motivated individual to join us in the following position:

Internship – KL

Job Responsibilities

1. Responsible to manage the programs under Budimas Education Charity Fund (BECF);
2. To handle all books and education materials donated/provided to the Foundation
3. Perform original cataloguing and classification of print, audio-visual and electronic resources
4. Develop and maintain special indexing systems and files for special collections
5. Ensure an accurate inventory of resources;
6. To monitor and audit the existing library in BECF programme around Malaysia;
7. Assist in all fund raising events and to perform ad hoc duties from time to time as assigned.

Job Requirements

1. Possess Minimum SPM qualification
2. Fluent in English and Bahasa Malaysia, knowledge of other languages is an advantage.
3. Resourceful and able to work independently.
4. Self-motivated and able to work in a team.
5. Knowledge of Microsoft Office Applications
6. Must have a passion for charity work and good interpersonal skills

Remuneration will commensurate with qualifications and experiences. All applications will be treated in strictly confidential.

Interested applicants kindly forward your resume with recent photograph to ainul@budimas.org / mail to

The Budimas Charitable Foundation, 15th Floor 566 Jalan Ipoh, 51200 Kuala Lumpur.