

## MOET Program Manager (Education, Edtech)

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Company: Talentvis

Location: Vietnam

Category: other-general

- Bachelor's Degree from a renowned university (Master's Degree is preferable);
- Experience as a President, Vice-president of an International School, or bilingual school is a big plus;
- Relation experience with education design, curriculum design;
- Good knowledge of educational technology tools and teaching assistance technological tools;
- Strong computer skills in Office tools, G-suite tools, presentation & design platforms;
- A passion for high-quality teaching and learning;
- A strong sense of responsibility.

### 1. Operations oversee

- Controlling online classes can be operated without issues;
- Design operations flow to optimize student experience;
- Follow up operations flows and ratios to increase efficiency.

### 2. Academic supervising

- Work closely with the Operations Manager, Academic Manager to update the number of subjects, and academic material to match with market and MOET, IGCSE programs;
- Maintenance relationship with current celebrity teachers and acquisition of new teachers to join with the system;
- Optimize the teaching planning, academic material to improve student score, abilities.

### 3. Product development

- Co-operate with the technology team to build up new functionality to maintain and increase

student experience;

- Update new trends from the market and plan to launch new products.

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