



CAREER OPPORTUNITY



JOB TITLE:	DIPLOMA INSTRUCTOR– AUTOMOTIVE SERVICES
Location:	Woodford Lodge

JOB SUMMARY

The incumbent is responsible for ensuring the employment readiness of participants by developing student competencies through a combination of classroom instruction, practical hands-on experience and mentorship.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Deliver daily lesson plans and all course materials, including lecture notes, projects, assignments handouts, mid-term and final examinations, ensuring that all information is sufficient for successful completion of the course
2. Ensure that required class preparation is completed in a timely manner
3. Utilize effective and professional teaching and demonstrating techniques in instructing students to achieve established objectives
4. Coach/guide/assist students in achieving program/career goals and objectives
5. Be up-to-date with industry trends and needs, and continuously revise courses and teaching information in alignment with current practices and/or changes in the industry
6. Evaluate student performance, maintaining appropriate records, and referring students with potential challenges for appropriate support
7. Accurately and punctually submit all student-related data (attendance, assignments, projects, midterm and final examination) for processing
8. Ensure adherence to relevant rules, regulations and procedures
9. Daily monitor student learning to ensure graduation and employability of students.
10. Actively conduct research to assist in bringing the theory to life for student understanding and development.
11. Utilise exam results and student survey feedback towards improvement in delivery.
12. Maintain the safety and security of all assigned personnel and equipment
13. Collaborate with colleagues to address teaching, research and performance issues
14. Maintain professional interaction with students in conversation and in online activities.
15. Demonstrate loyalty to the organisation initiatives in all conversations, actions and interactions with students and fellow co-workers.
16. Assist in establishing new strategic alliances for the benefit of the trainees, and in student recruitment and placement activities
17. Utilise professional / safety attire in delivery of course material and practical work.
18. Ensure knowledge of and adherence to Quality Management, HSSE & HR Requirements for job areas.
19. Perform related duties as required.

QUALIFICATION & EXPERIENCE

MINIMUM:

- Technician's Diploma or equivalent;
- Train the Trainer Certification;
- Three-Five years** relevant industry/field experience

ASSET(S)

- Possession of an Undergraduate degree (Mechanical Engineering or any Applied Science) in the respective field will be an asset.
- Certificate from National Institute for Automotive Service Excellence (ASE) or Alberta Training and Industry (ATI) will be an asset

ATTRIBUTES

- Sound teaching / pedagogical techniques
 - Sound communication skills (orally – in person or by telephone, and in written form)
 - Knowledge of major policies and procedures governing assigned programs
 - Ability to develop and maintain effective working relationships
 - Ability to follow oral and written instructions
 - Caring but firm approach, with strong interest in students' wellbeing and success
 - Ability to motivate, mentor and counsel
- Approachable, with strong customer service orientation

JOB REQUIREMENTS

- Awareness of the NESC-TI's business/environment
 - Strong knowledge about the NESC-TI and programs offered
 - Excellent at communicating, including being able to network effectively
 - Courteous, with pleasant disposition and effective interpersonal, team and communication skills
- Operating knowledge of and experience with personal computers and peripherals, and ability to use office software applications (Microsoft Suite)

Applications should be labelled

“DIPLOMA INSTRUCTOR- AUTOMOTIVE SERVICES

And submitted no later than **2026 May 29** to the following

E-MAIL: hr@nesc.edu.tt

UNSUITABLE APPLICATIONS WILL NOT BE ACKNOWLEDGED