

## Česká centra

### Department/Division: České centrum Kyjev

Czech Centres are a contributory organisation of the Ministry of Foreign Affairs of the Czech Republic, established to promote the Czech Republic abroad. The network of Czech Centres abroad is an active tool of the foreign policy of the Czech Republic in the area of public diplomacy and culture.

**Position title:** Czech language teacher

**Position purpose:** Teaching Czech as a foreign language to Ukrainians (Kyjev, Lvov, Dnipro, Charkov, Vinnica, Ivano-Frankovsk, Oděsa, Záporoží)

**Duties and responsibilities:** Providing professional assistance in Czech language courses organized by the Czech Center Kiev in 8 cities of Ukraine. Teaching Czech language, conscientious preparation for classes, evaluating tests and homework of the participants of Czech language classes. Cooperating on cultural events of the Czech Centre Kiev.

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#### Qualifications

**Field/s of study:**

- Languages
- Education

**Level of study:** not relevant

**Professional competencies:** Excellent knowledge of Czech language, knowledge of Ukrainian or Russian is an advantage. Pedagogical / personality prerequisites for teaching, previous pedagogical practice is an advantage. Independence, reliability, communicativeness and, above all, the desire to teach.

**Key competencies/Language skills:**

- Czech - Proficiency (Required)
- Russian - Elementary (Preferred)
- Ukrainian - Elementary (Preferred)
- English - Elementary (Preferred)

**Key competencies/Computer skills:**

- Word processing - Basic user

**Key competencies/Other:**

- Initiative
- Reliability
- Responsibility
- Communication
- Teamwork
- Adaptability/Flexibility
- Motivating & Inspiring

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#### How to apply

Please send CV, cover letter, No. Interview with pre-selected candidates will be held on 16 Nov 2017 in Olomouc. by 31/10/2017 at the latest.

#### Facts

**Economic sector:** Activities of extraterritorial organizations and bodies

**Size:** staff 51 to 250

**Working language/s:** Czech

**Type of work placement:** Internship

**City/Country:** Kiev Ukraine

**Earliest start date:** 01/02/2018

**Latest start date:** 05/02/2018

**Duration:** 4.5 months

**Remuneration:**

**Financial contribution:** UP scholarship in the amount of 7 000 CZK/month  
EUR/month

**Contribution in kind:**

- accommodation
- travel allowance

#### Application

**Required application documents:** CV, cover letter, No. Interview with pre-selected candidates will be held on 16 Nov 2017 in Olomouc.

**Application deadline:** 31/10/2017