



## ANNOUNCEMENT

### English ENG/2018/03

The Polytechnic University of Juventino Rosas, throughout the department of human resources, makes an announcement to the people interested in covering the vacant of English professor, to participate in the selecting process that will be effectuated under the following features:

#### BASES

#### ENGLISH PROFESSOR

According to the process of recruitment and personnel selection the present announcement is published for the professionals that are interested in covering the vacant, under the following scheme which are: provision of independent professional services with an hour payment of \$168.53 (one hundred and sixty-eight pesos 53/100 National Currency) VAT included, in the Polytechnic University of Juventino Rosas, a public organism decentralized from the government of the state of Guanajuato, sectored to the innovation secretariat, science and higher education.

#### **First: The generic functions to perform as an English professor**

- 1. Knowledge of the contents to teach in all the different levels of English.**
- 2. Design, organization and development of learning situations.**
- 3. Diversification of didactic strategies.**

4. Provide technical assessment to students.
5. Evaluation of the educational process for improvement purposes.
6. Assist to programmed meetings during the quarter.

### **Second: Profile**

Job requirements: knowledge of the four skills of the language. To have a certification with a minimum degree of C according to the Common European Framework, CENNI stage 14, TKT, TOEFL with a minimum score of 600 points, ICELT International Certification, have The English Language Teaching B.A. To have a pedagogic training in teaching with a minimum of 2 years of experience in English teaching.

Special knowledge: Intermediate mastery of *Microsoft Office*.

Necessary attitudes: To have initiative, discipline, mental agility, leadership, special capability to generate positive interpersonal relationships, to have a helpful spirit, analytic and synthetic capability, and to be proactive.

Required personal features: To be adult, indistinct gender, indistinct marital status.

Additional requirements: Professional experience in the public or private sector, drive an automatic and manual automobile.



**Third: The requirements.**

1. Send a professional resume to the following e-mail address [jef\\_rec\\_humanos@upjr.edu.mx](mailto:jef_rec_humanos@upjr.edu.mx). We will contact the professionals that according to the guidelines cover the job profile for the presentation of the corresponding exams.
2. The professional does not have to be involved or have any responsibility derived in a process of disciplinary investigation during his/her professional development, nor to have filed a labor lawsuit.

**3. Fourth: The selection process**

Date	Hour	Event	Place (1)
August 23th	15:00 hrs	Job Interview	Career Direction
August 23th	16:00 hrs	Psychometric Exam	Psychopedagogical Department
August 23th	18:00 hrs	Sample Class	Boardroom

All of the activities mentioned above will be held in the facilities of the Polytechnic University of Juventino Rosas located in the Hidalgo avenue number 102 of the Valencia town in Santa Cruz of Juventino Rosas in the state of Guanajuato.

**Fifth: Evaluation Committee**

The committee evaluators are formed by competent personnel according to the vacant position.

**Sixth: Hiring**

Sum up of the complete files, paperwork and all the documents that the human resources requested.



**“Guanajuato state government, does Not request any negative pregnancy medical certificates, nor human immunodeficiency virus (HIV) certificate in order to have access to the institution, the worker’s presence in the company, or for a job promotion.”**

#### DECLARATORY

The equality labor policy and non-discrimination for the Public Administration of Guanajuato state, has as an aim to establish the commitment of every single person that makes up the work centers in the entity, of keeping track of working people rights defense, of abolishing discrimination, of enhancing the respect of human dignity, of promoting a culture of labor equality and non-discrimination, and that of guarantying equality of opportunities among men and women, granting fullfilment to what has been established in the current regulation for the federal and of the state matters order.

It is strictly prohibited, apart from what it is established in the article 1, fraction III of the Federal law to Prevent and Eliminate Discrimination, any form of mistreatment, violence and segregation of authorities of the work station towards the staff and among themselves for some of the following reasons: physical appearance, culture, physical disability, language, sex, gender, age, social status, economic status, health condition, legal condition, pregnancy, marital or civil status, religion, opinions, ethnical or national origin, sexual preferences, and/ or migrant status.

This policy is applicable to all dependencies staff, entities and unities of support to the public state administration, of the municipal public administration, centralized organizations, decentralized and autonomous in the state of Guanajuato, as well as private companies that attach to or adopt the Labor Equality and Non-discrimination Norm. Its implementation, vigilance and evaluation, will be in charge of the Labor Equality Committee and Non-discrimination of the Public Administration of the State of Guanajuato, as well as the Labor Equality Committees and Non-discrimination or its equivalents of each one of the dependencies or entities which make up for this purpose, according to the procedure regulations that are established by themselves.

We will manage under the following principles:



- We respect the individual differences of culture, religion, and ethnic origin.
- We promote equal opportunities and the development for all the staff.
- As for hiring and promotion, we seek to grant the same opportunities of employment to all candidate, no matter his or her ethnicity or national origin, sex, religion, age, physical disability, social or economic status, health status, pregnancy, language, religion, opinions, sexual preferences, civil or marital status, or any other situation that is protected by the international agreements regarding human rights, federal or state laws.
- We will encourage a respectful labor environment, a humanitarian atmosphere of communication open, and a discrimination free work place, sexual harassment free, and any other form of intolerance and violence.
- We commit in the attraction, retention and motivation of our staff, for which the compensation and benefits system of our work place does not make any differentiation among employees who perform similar functions of responsibility.
- We respect and promote the right to the people to reach an balance in their lives; fostering co-responsibility in the labor life, familiar and personal of our collaborators.

This official announcement has been published in July 9<sup>th</sup> 2018.

**Universidad Politécnica Juventino Rosas, Human Resources Department.**