

【UAE 直接雇用】UAE 公立高校教員 募集要項

1. 応募情報

1 職名	日本語教員（UAE 公立高校教員/日本語授業担当）
2 応募資格	<p>次の①～⑥全てに該当する方</p> <ul style="list-style-type: none"> ①日本国籍を有し、日本語ネイティブであること ②大卒以上 ③日本語教育を主専攻、または副専攻とし学士以上を取得している、または日本語教師養成講座(420時間)を修了している、もしくは日本語教育能力検定に合格していること ④個人・TA 除く、集団クラスでの 2 年以上の日本語教授経験があること ⑤英語でのコミュニケーションに支障がないこと ⑥雇用開始時点で 45 歳以下であること <p>＜こんな方を歓迎します＞</p> <ul style="list-style-type: none"> ・柔軟性があり臨機応変に対応できる ・何事も主体性をもって進められる ・忍耐強い ・異文化環境への適応能力が高い ・小学校、中学校、高等学校教員免許状取得者、日本や他国の小中高校で勤務経験がある ・オンラインレッスンや ICT を活用した授業実践に抵抗の無い方 ・他の日本語教員やスタッフとコミュニケーションを取りながら仕事ができる方
3 応募書類及び応募方法	<p>募集サイトの応募ボタン(Apply Now)へアクセスのうえ、必要事項・書類を提出。 ※募集サイト内で、英文履歴書(CV)をアップロードする必要あり。</p> <p>【募集サイト】 https://careers.esse.gov.ae/en/uae/jobs/japanese-language-teacher-1100011090/ 以下の書類データをお手元にご用意の上、URL より応募手続きを行ってください。 応募サイトの都合上、複数ファイルのアップロードができないため、(1)～(3)のすべてを一つのファイルにまとめてご提出ください。</p> <ul style="list-style-type: none"> (1) 英文履歴書 (CV) (2) 職務経歴書 (和文) (3) 日本語教育の資格証明書のコピー (英文または和文) <p>※原本はご自身で保管ください</p> <p>【備考】</p> <ul style="list-style-type: none"> ・二次選考では、教案の提出、英語での模擬授業を行っていただきます。 ・詳細については、一次選考通過者にお知らせいたします。

4	応募締め切り	【締切延長】2025年1月31日(金) 23:59(日本時間)
5	採用の流れ	<ul style="list-style-type: none"> ・一次選考: 書類選考 ・二次選考: オンライン模擬授業(英語)+オンライン面接(日本語) ・最終選考: オンライン面接(英語) ・結果通知(2025年3~4月頃に通知予定)
6	お問い合わせ (採用窓口)	Ministry of Education (MOE) メールアドレス: christelle.ribbens@ese.gov.ae

2. 雇用情報(採用後)

1	雇用契約期間	契約は2025年8月以降、手続きが整い次第(応相談) ※初回契約は3年間(更新の可能性あり)
2	雇用主	アラブ首長国連邦教育省 Ministry of Education (MOE)
3	勤務地	アラブ首長国連邦内の公立高校(男女別学)に配属 ※車通勤の可能性あり
4	勤務内容	<ul style="list-style-type: none"> ・月曜日から金曜日までの週5日制(金曜日は午前のみ) ・最大で週15クラス(30コマ)担当 ※1クラス=45分×2コマ ・カリキュラム: UAE教育省が定めたカリキュラム(US Common Coreに準拠) ・英語を媒介言語として使用 ・学校での日本文化紹介等の企画・実施を行う可能性あり ・教科書の修正作業の補助業務を行う可能性あり <p>上記業務以外に、代替授業の実施/試験監督/登下校、業間休みの見守り当番/職員会議や教員研修への参加/引率/学習計画表の提出等を行う可能性あり</p>
5	給料	16,000UAE ディルハム/月 (通勤交通費、家賃手当等含) 【参考】1 UAE ディルハム(AED)=42.74円(2024年11月7日換算レート(TTM))
6	査証取得補助	査証取得に係る補助は本人のみを対象(家族は対象外) ※日本での必要書類の発行手数料・翻訳料は自己負担。 ※在留IDカードの発給に係る費用(10,000円程度/人)は自己負担。
7	必要書類	<ol style="list-style-type: none"> 1) パスポートのコピー 2) アラブ首長国連邦のIDカード及び査証のコピー(現在UAEに滞在している場合のみ) 3) 高校・大学(・大学院)卒業証明書+成績証明書(すべて英文) 4) 個人の写真(カラー写真、背景は白で、パスポート用写真と同じ規格のもの) 5) 戸籍謄本(英文) 6) Introduction form (MOE指定フォーム) 7) 母国の犯罪経歴証明書(英文) 8) 健康診断書(英文) 9) Experience Official Letter (過去の職場の在籍証明書) 10) Salary Certificate (過去の職場での給与を証明するもの) 11) 英語の資格試験 (IELTS、TOEFL、TOEIC、英検他)

	※大学卒業証明書・成績証明書、戸籍謄本等、日本で準備した書類は、日本国外務省と UAE 大使館の公証印が必要。
8 旅費補助	(1) 往復航空券（勤務開始・契約満了時） (2) 初渡航時、10 泊分の宿泊費（住居決定までの補助として）
9 保険	UAE の労働法に基づき、本人のみ健康保険への加入あり
10 休暇	原則、UAE の学校カレンダーに準ずる。 【参考】12 月：2 週間、3 月：2 週間、夏：6 週間程度

UAE Public Secondary School Teacher Application Guidelines [Direct Employment by UAE]

1. Application Information

<p>1 Job Title</p>	<p>Japanese language teacher (UAE public secondary school teacher/Japanese language teacher)</p>
<p>2 Qualification</p>	<p>Applicants must meet all the following requirements from (1) through (6). (1) A Japanese national and native speaker of Japanese (2) Bachelor’s degree or higher (3) Bachelor's degree or higher with a major or minor in Japanese language education OR completed a Japanese language teacher training course (420 hours), OR passed the Japanese Language Teaching Competency Test of JEES (4) At least 2 years’ experience of teaching Japanese in a group class, excluding that of teaching individuals and working as TA (5) Proficiency in English (6) 45 years of age or younger at the time of employment</p> <p><Following abilities/personalities are preferable.></p> <ul style="list-style-type: none"> - Flexible and adaptable to various circumstances - Able to work in self-reliant way - Patient - High ability to adapt to different cultural environment - Teacher’s license for elementary/junior high school/high school, and/or work experience in elementary/junior high school/high schools in Japan or abroad - Comfortable with online lessons and class practice using ICT - Able to work while communicating with other Japanese language teachers and staff
<p>3 How to Apply and Required Documents</p>	<p>Please click on the Apply Now button on the Recruitment website “Japanese Language Teacher” below and submit the required information and documents.</p> <p>* Requires uploading a CV in English on the website.</p> <p>[Recruitment website] https://careers.esse.gov.ae/en/uae/jobs/japanese-language-teacher-1100011090/</p> <p>Please have the following documents ready and complete the application process via the URL. Due to the nature of the application site, multiple files cannot be uploaded, so please submit all items (1) to (3) in one file.</p> <p>(1) CV in English (2) Detailed work experience in Japanese (3) A copy of Japanese language education certificate in English or Japanese</p> <p>*Please keep the original for yourself</p> <p>【Remarks】</p> <ul style="list-style-type: none"> •In the Secondary selection, candidates will be required to submit a teaching plan and perform a mock class in English. •Details will be announced to those who passed the Primary selection.

4	Application Deadline	January 6, 2025, 23:59 (Japan Standard Time)
5	Selection flow	<ul style="list-style-type: none"> ▪ Primary selection: document screening ▪ Secondary selection: Online mock class (in English) + interview (in Japanese) ▪ Final selection: Online interview (in English) ▪ Notification of the selection result (To be notified by MOE around March/April 2025)
6	Contact details	Ministry of Education (MOE) Email address : christelle.ribbens@ese.gov.ae

2. Employment Information (After passing the final selection)

1	Employment Contract Period	The employment contract will be concluded after August 2025 as soon as all the procedures are completed. (negotiable) * The initial contract will be 3 years with a possibility of renewal.
2	Employer	Ministry of Education (MOE), UAE
3	Location	Public secondary school (gender-segregated) in UAE *Commuting by private car may be required.
4	Job Details	<ul style="list-style-type: none"> ▪ Five day week from Monday through Friday (Half day on Friday) ▪ Assignment: <ul style="list-style-type: none"> -To be in charge of a maximum of 15 classes (30 lessons) per week *1 class = 45 minutes x 2 lessons -To follow the curriculum set forth by MOE based on the US Common Core -To provide English taught lessons -To be possibly requested to plan and organize Japanese cultural events -To be possibly requested to correct and edit textbooks <p>In addition to the above assignments, the following educational duties are expected at the assigned school.</p> <ul style="list-style-type: none"> -Providing alternative classes -Supervising exams -Watching over students getting to and from school and during break between classes -Attending staff meetings and teacher training sessions -Leading students during trips and excursions -Formulating and submitting teaching plans
5	Salary	16,000 AED/month (including commuting expenses, accommodation allowance, etc.) *1 AED = 42.74 yen (exchange rate as of November 7, 2024 (TTM))
6	Visa Assistance	For the teachers themselves only, not for their family members * The cost incurred for translation and validation of necessary documents in Japan related to obtaining a visa must be borne by the teacher. *The cost of issuing a residence ID card (approximately 10,000 yen/person) must be paid by the teacher.

<p>7 Necessary Documents for Visa and Employment Contract</p>	<p>1) A copy of passport 2) A copy of Emirates ID card and visa (if you are currently a resident of UAE) 3) Certificate of Graduation from all attended high school, university, or graduate school) + transcript (all in English) 4) Personal photo (color photo, white background, same size as passport photo) 5) Certificate of Family Register (in English) 6) Introduction form (MOE designated form) 7) Certificate of Non-Criminal Record from home country (in English) 8) Certificate of Health (in English) 9) Certificate of Employment (issued by former employers) 10) Certificate of Salary (issued by former employers) 11) Certificate of English qualification test (IELTS, TOEFL, TOEIC, Eiken or others) *Documents prepared in Japan, such as graduation certificates, transcripts, family registers, etc., require a notarized seal from the Ministry of Foreign Affairs of Japan and the UAE Embassy in Japan.</p>
<p>8 Travel Expenses</p>	<p>(1) Round-trip air tickets will be provided at the start /expiration of the Employment Contract. (2) Accommodation allowance for 10 nights will be provided at the time of the first trip to UAE to support teachers' house hunting.</p>
<p>9 Insurance</p>	<p>Health insurance only for the teachers will be provided in accordance with the UAE labor law.</p>
<p>10 Holidays</p>	<p>The UAE school calendar will apply in principle. e.g., 2 weeks in December, 2 weeks in March, 6 weeks during summer</p>