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26th March, 2018

JOB ANNOUNCEMENT
Program Coordinator/Instructor
(#4 /2018)

Thabyay Education Foundation (TEF) is a leading national non-profit organization whose mission is to educate, develop, inspire, connect and empower individuals and organizations that are change-makers in Myanmar. We seek to achieve this through knowledge creation, innovative learning and guided skills expansion, as well as by forging connections to networks, information and opportunities. We are inspired to create far-reaching transformations through education and professional development for the marginalized people of Myanmar.

The Peace Leadership & Research Institute (PLRI) is an institution of higher learning affiliated with the Thabyay Education Foundation. It was established with the aim to cultivate a culture of responsible leadership and evidence-based decision making in the search for peace and national reconciliation in Myanmar. PLRI offers high quality training in conducting social science research to students and fellows from all over the country, and equips them for the leadership roles they are expected to play in the peace process.

PLRI is currently seeking a motivated, dedicated and qualified candidate to fill the following position.

Title of the position: Program Coordinator/Instructor
Program: Peace Leadership & Research Institute (PLRI)
Job location: Yangon, Myanmar
Reports to: Assistant Director of Programs
Duration: One year (extendable)
Contract: Full-time
Start date: mid-May 2018
Application deadline: 18 April 2018

Job Purpose

The Program Coordinator/Instructor is responsible for coordinating the PLRI program development and program operations, including achievement of the PLRI program goals, effective curriculum delivery, coordination of PLRI academic staff and the success of high level research project outcomes.

Key Responsibilities

Coordination and administration

- Develop and oversee the implementation of PLRI policies, procedures and systems;
- Coordinate the implementation of PLRI program's activities and services;
- Develop and implement program's Monitoring and Evaluation activities;
- Provide support and guidance to PLRI academic and administrative staff;

- Coordinate the organization of seminars, workshops and guest speakers' sessions;
- Represent the PLRI at TEF meetings and external events, where required; and
- Take part in strategic planning and contribute to the proposal writing.

Teaching, curriculum and academic affairs

- Lead and coordinate the development and update of curriculum, syllabi, lesson plans, learning materials and academic programs;
- Monitor and improve academic standards;
- Teach some core courses in peace studies- plan, prepare and deliver instructional activities;
- Instruct students about global and national issues and help them understand the geographical, historical, cultural, and political factors that influence the development of Myanmar, in relation to the peace process;
- Conduct students' assessment, maintain grade-books and records of students' progress and development, and provide appropriate and timely feedback to the students;
- Participate in workshops, seminars and excursions with students where relevant to the program;
- Utilize curricular and other appropriate learning activities that reflect the diverse educational, cultural, and linguistic backgrounds of the students served and that are approved by the TEF; and
- Create and submit lesson plans and learning resources and modify accordingly throughout the year to integrate competencies, goals, and objectives that are set by the TEF.

Student-related matters and services

- Oversee the implementation of student admission, records, evaluation, support systems;
- Develop and ensure good quality student services and relations;
- Search and secure research and internship placements for students; and
- Provide guidance to students on study habits, behaviours, academic goals.

Reporting and Communication

- Produce annual, quarterly and monthly reports;
- Ensure smooth communication between all relevant stakeholders (students, staff, partners);
- Update and implement of PLRI communication, visibility and marketing activities;
- Hold weekly meetings with PLRI academic and administrative staff; and
- Represent the PLRI at TEF meetings and external events where required.

Other duties

- Share responsibility with TEF and PLRI program staff for student safety and security;
- Other duties as required.

Experience, qualifications, and attributes

The ideal candidate should have the following:

- Minimum of three years relevant work experience;
- University degree in a related field (e.g. Peace Education); Master's degree preferred;
- Experience in teaching and training and also with coordinating teaching staff and groups of students;
- Excellent presentation and communication skills and classroom management experience;
- Experience in developing learning materials and adapting curricula, is an advantage;
- Fluent written and spoken English: excellent interpersonal and communication skills;
- Strong interest in peace and reconciliation and the related processes and strong leadership skills;
- Experience in or good knowledge of negotiation skills and conflict resolution;
- Experience in organizing seminars or workshops;
- Ability to work well in a team as well as in a multi-cultural environment;
- Willingness to work overtime, on weekends and evenings, if necessary; and
- Proficiency with Microsoft Office Suite and other core IT skills.

TEF understands that many potential applicants may have some, but not all, of the experience, qualifications and attributes listed above. TEF encourages such applicants to apply as candidates will be assessed on their potential.

Application Process Citing the reference “**Program Coordinator/Instructor**”, applicants should send their CV and cover letter expressing their suitability and interest in the position by 18 April, 2018 to hrmanager@thabyay.org

Only shortlisted candidates will be notified of their progress. Shortlisted candidates will be required to provide at least two professional references.