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26<sup>th</sup> March, 2018

**JOB ANNOUNCEMENT**  
**Research Instructor/Mentor**  
**(# 5 / 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:** Research Instructor/Mentor  
**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 Research Instructor/Mentor will be a dynamic contributor playing a fundamental role in the development of the student's learning and research skills and may be critical to their success in becoming leading peace researchers. This role will empower students to provide essential research and analytical inputs to peace negotiation. The Research Instructor/Mentor will deliver classroom sessions and mentoring sessions as well as accompany students in writing and publishing their research.

**Key Responsibilities**

*Teaching and academic matters*

- Teach courses in research methodologies - 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;
- 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;
- 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
- Conduct students' assessment, maintain grade-books and records of students' progress and development, and provide appropriate and timely feedback to the students;
- Participate actively in the development and update of curriculum, syllabi, lesson plans, learning materials and assessment system;
- Participate in the student recruitment process;
- Manage classroom and student behaviour in the classroom and on school premises;
- Participate in workshops, seminars and excursions with students where relevant to the program;
- Assist with implementation and promotion of programmatic policies, procedures and systems.

#### ***Mentoring and research publication***

- Identify and provide guidance to students on study habits, behaviours, academic goals;
- Support students in developing their research, reporting, presentation skills;
- Assist students in understanding the importance of data accuracy and ethical reporting;
- Mentor and guide students throughout their research project;
- Edit and proofread students' research papers before publication; and
- Participate in searching and securing research and internship placements for students.

#### ***Other duties***

- Represent the PLRI at TEF meetings and external events where required;
- Participate in PLRI weekly meetings;
- Work with the Coordinator/Instructor, TEF staff and professional M&E consultants by participating in the monitoring and evaluation of the program;
- Share responsibility with administrative 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. Research, Peace Education ); Master's degree preferred;
- Experience in teaching and training, and in conducting research;

- Excellent presentation and communication skills and classroom management;
- Experience in developing learning materials and adapting curricula, is an advantage;
- Experience with guiding and mentoring students; Detail-oriented critical thinker;
- Strong interest in peace and reconciliation and the related processes;
- Fluent written and spoken English;
- Excellent interpersonal and communication skills, strong leadership skills;
- Ability to work well in a team and also in a multi-cultural environment;
- Willingness to work overtime, on weekends and evening, if required; 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 “**Research Instructor/Mentor**”, applicants should send their CV and cover letter expressing their suitability and interest in the position by 18<sup>th</sup> April, 2018 to [hrmanager@thabyay.org](mailto:hrmanager@thabyay.org)

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