



Thabyay Education Foundation
No.9, 10 ward, Kan Lane, Hlaing Township. Yangon, Myanmar
Tel: +95 (9) 404455113 and 404455112
Email: info@thabyay.org / Website: www.thabyay.org

6th September, 2019

JOB ANNOUNCEMENT
Program Officer (Kant Kaw Education Center)
(# 12/2019)

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.

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

| | |
|-------------------------------|-----------------------------------|
| Title of the position: | Program Officer |
| Program: | Kant Kaw Education Center (KKEC) |
| Job location: | Yangon, Myanmar |
| Reports to: | Academic Coordinator (KKEC-CLASS) |
| Duration: | One year (extendable) |
| Start date: | As Soon As Possible |
| Application deadline: | 20 th September, 2019 |

(Internal TEF staff and CLASS Alumni who are interested in this position and who may have some, but not all, of the experience, qualifications and attributes outlined in the job requirements are encouraged to apply.)

About the Kant Kaw Education Center (KKEC)

The aim of the Kant Kaw Education Center (KKEC) is to build the capacity of committed individuals working for positive change in Myanmar through the provision of courses that will prepare and qualify them to pursue high quality tertiary education programs in the Asian region. Kant Kaw has extensive links to universities and scholarship programs within the region that ensure that successful graduates are well placed to pursue their academic goals.

The school's brand new full-time intensive program: "Community Leadership and Social Studies (CLASS)" focuses on general and academic English, social studies and global issues, and academic skills, including basic computing and critical thinking. The program's Service learning is emphasized throughout the curriculum and students are given ample opportunity to provide direct service to their communities while finding space to learn, question and grow in their knowledge, skills and attitudes. The KKEC's CLASS residential program supports students from rural communities to relocate to Yangon and pursue intensive studies at the school.

General Description of Role

The role of Program Officer is to contribute to the overall success of the Department (KKEC-CLASS) and ensure the smooth operation and management of all program activities.

Main Responsibilities:

- Work closely with Department Head and serve as a departmental representative;
- Independently assist Department Head and instructors with the daily operations of the KKEC - CLASS program;
- Oversee the development of the Program (KKEC-CLASS) including daily management of program activities;
- Supervise and provide guidance to program assistants, interns, volunteers with workloads when needed;
- Act as a liaison between Thabyay leadership team, students, instructors, staff, and administrative team;
- Advise and counsel students through academic, financial, and personal problems if/when necessary (KKEC- CLASS);
- Work together with graphic designers, provide input to help design and produce marketing materials that also include promotional items;
- Coordinate across departments, offices and create a collegial, team-building work environment, motivating staff, and cultivating productive, collaborative relationships with all constituent groups;
- Coordinate events – special talks, fresher welcome, graduation ceremony, education fair, retreat, alumni conference, etc.,;
- Identify, build and maintain relationships with community partners to expand and promote program activities;
- Represent KKEC-CLASS at relevant networks, workshops, seminars and events;
- Maintain data base of current students and track and update alumni data;
- Timely submit regular reports and update on program development and ongoing activities to supervisors/Head of Department– weekly, monthly, quarterly reports;
- Actively take part in and provide inputs in strategic planning, grant proposal writing and seeking funding opportunities; and
- Perform other duties as assigned by supervisors.

Experience, qualifications and attributes

The ideal candidate should have the following:

- At least a Bachelor degree in any discipline from a recognized university;
- Minimum two years' experience in handling administrative tasks; ability to handle multiple tasks is an advantage;
- Good verbal and written skills in English language;
- Strong interpersonal, communication, and organizational skills;
- Fundamental understanding of financial management and marketing concepts;
- Ability to work systematically, accurately and independently in a team and with a diverse group of people in complex environment and;
- Competent in use of Microsoft Office including Word, Excel and Power Point, Photoshop basic, PageMaker; and
- Willingness to work overtime and on weekends when needed.

Application Process

Citing the reference "**Program Officer (KKEC-CLASS)**", applicants should send their CV and cover letter expressing their suitability and interest in the position by **20th September, 2019** 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.