Job Announcement
Program Manager (CLASS)  
(# 15/2019)

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 Manager  
Program: Community Leadership and Social Studies - CLASS Program  
Job location: Yangon, Myanmar  
Reports to: Assistant Director of Programs  
Duration: One year (extendable)  
Start date: 16th December, 2019  
Application deadline: 22nd November, 2019

(Note: This post is open to Myanmar national only; applications will be considered on receipt and interviews may be conducted prior to the closure date)

About the Kant Kaw Education Center (KKEC) and CLASS program

Kant Kaw Education Center enables hundreds of Myanmar students each year to gain the skills, knowledge and qualifications to work effectively in their communities and access further study. Established in 2009, KKEC offers both full-time intensive “Community Leadership and Social Studies” CLASS program and part-time non-residential English classes for professional development.

The Community Leadership and Social Studies program is an intensive, residential program that prepares qualified students of diverse cultural backgrounds for a leadership role in their community and university study abroad. Students in the CLASS program develop their potential for leadership through increased understanding of community project management and knowledge in social studies. One of the main objectives of the program is to strengthen
democratic ideas and values among the youths from different ethnic backgrounds from different states and regions. In short, our goal is to nurture progressive young leaders in Myanmar who also possess sufficient academic skills to further their study.

**Job Purpose**

**CLASS Program Manager** is responsible for the smooth operation of all CLASS academic and administrative activities and for ensuring that program’s objectives and quality are met.

**Key Responsibilities**

**Management and administration**

- Develop and oversee the implementation of CLASS policies, procedures and systems;
- Coordinate the implementation of all CLASS program’s activities and services;
- Explore possible networks with community partners to develop and expand the program;
- Develop and implement program’s Monitoring and Evaluation activities;
- Manage funds within CLASS budget, ensuring efficiency and sustainability;
- Oversee procurements, expenditures and logistics;
- Coordinate, supervise and provide support to CLASS academic and administrative staff;
- Participate in recruiting, orienting, assessing and training staff;

**Student-related matters and services**

- Oversee the implementation and improve student admission, records, evaluation, support systems;
- Search and secure service learning placements for students;
- Provides counselling and guidance to current and prospective students regarding academic and career matters;
- Work with teachers and CLASS staff to address students' behavioural and academic issues;

**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 CLASS courses and develop learning and teaching materials for CLASS, as needed;
Reporting/Communication

- Produce annual, quarterly and monthly reports;
- Ensure smooth communication between all relevant stakeholders (students, teachers, staff, partners);
- Update and implement of CLASS communication, visibility and marketing activities;
- Take part in strategic planning and contribute to the proposal writing;
- Hold weekly meetings with CLASS Academic and administrative staff;

Safety and Security

- Share responsibility with CLASS program staff for student safety and security.

Experience, qualifications and attributes

The ideal candidate should have the following:

- Minimum three years relevant work experience;
- At least a University Degree in a field related to the post (education, teaching, school management, etc.), Master’s degree is preferable;
- Certificates in curriculum and/or learning materials development, teaching and training, is an advantage;
- Experience in managing schools and education/academic programs;
- Certificates in school management, teaching and training, is an advantage;
- Experience in teaching and adapting curricula and learning materials;
- Knowledge of administration and/or financial management;
- Fluent spoken and written English;
- Excellent interpersonal, organizational and communication skills;
- Experience working in multi-cultural environments;
- Willingness to work overtime, if the situation demands;
- Knowledge of Myanmar context and its educational realities, is an advantage; and
- Experience in utilizing computer (word, excel, PowerPoint etc.)

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 Manager (CLASS)”, applicants should send their CV and cover letter expressing their suitability and interest in the position by 22nd November, 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.