



**Adventist Development and Relief Agency Myanmar
Vacancy Announcement**

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| Position Title: | Education Officer |
| No. of Post: | 1 post |
| Reports to: | Project Manager |
| Duty Station: | Hpa-an, Karen State |
| Type of Contract: | Fixed Employment Contract |

About ADRA:

ADRA is the global humanitarian arm of the Seventh-day Adventist Church – part of the 20 million strong Adventist community, with hundreds of thousands of churches globally and the world’s largest integrated healthcare and education network. ADRA delivers relief and development assistance to individuals in more than 118 countries – regardless of their ethnicity, political affiliation, gender, or religious association. By partnering with local communities, organizations, and governments, ADRA is able to deliver culturally relevant programs and build local capacity for sustainable change. ADRA Myanmar is an ‘implementing office’ within the ADRA network and a registered and recognized NGO in Myanmar. Established in 1984, ADRA Myanmar is one of the oldest country offices in ADRA providing development and relief assistance opportunities throughout the country. ADRA Myanmar operates under 4 key sectors that cater to Education, Livelihoods, Health, and Humanitarian Response.

Job Summary:

A key role in providing guidance, resources, and professional development opportunities to ensure the success and effectiveness of our education training programs. The ideal candidate will have a strong background in education, excellent training and mentorship skills, and a passion for empowering educators. This role requires strong leadership, organizational, and communication skills, as well as a deep commitment to educational equity and inclusivity.

General Responsibilities:

- Uphold the purpose, motto, values, and principles of ADRA Myanmar.
- To adhere to the rules and regulations, procedures and policies of ADRA Myanmar and its donors.

Leadership and Management:

- Provide leadership and direction to education trainers and other staff members.
- Develop and implement strategies to achieve the organization's educational goals.
- Supervise and support education trainers in their day-to-day activities.

Program Development and Implementation:

- Collaborate with education trainers to design and develop educational programs and initiatives.
- Ensure that educational programs are aligned with organizational objectives and meet the needs of learners.
- Oversee the implementation of educational programs, including scheduling, resource allocation, and logistics.

Training and Professional Development:

- Provide training and professional development opportunities for education trainers to enhance their skills and knowledge.
- Mentor and coach education trainers to improve their effectiveness in delivering educational programs.
- Stay up-to-date on best practices in education and training and incorporate them into training programs.

Quality Assurance and Evaluation:

- Monitor the quality of educational programs and services provided by the organization.
- Conduct evaluations and assessments to measure the effectiveness of educational programs.
- Use data and feedback to make recommendations for improvement and innovation.

Stakeholder Engagement:

- Build and maintain relationships with key partners, stakeholders, including educators, schools, community organizations, and government agencies.
- Collaborate with stakeholders to identify educational needs and develop responsive programs and services.

Administrative Tasks:

- Prepare reports, presentations, and other documentation as required.
- Manage budgets and resources allocated to educational programs.
- Perform other administrative tasks as needed.

Qualifications and Experience

- Master's degree in education, Educational Leadership, or a related field.
- At least 5 years of experience in education leadership roles, with a track record of successful program development and implementation.
- Strong understanding of educational theories, practices, and trends, with a focus on equity and inclusivity.
- Demonstrated leadership skills, including the ability to inspire and motivate others to achieve goals and objectives.
- Excellent communication and interpersonal skills, with the ability to effectively engage with diverse stakeholders.

- Proficiency in data analysis and evaluation methods to assess program effectiveness and impact.
- Knowledge of relevant educational policies, regulations, and standards.
- Commitment to promoting diversity, equity, and inclusion in education.
- Ability to work independently and as part of a team.

This position is a contract position (renewable based on funding and performance). Remuneration is as per ADRA Myanmar's approved wage scale. Interested candidates are requested to submit their applications before the 20th May 2024 to: HR Recruitment Team recruitment@adramyanmar.org

The applications should include the following documents:

- Cover letter explaining the suitability and expertise for the position.
- Resume / CV
- References with contact details from previous/current employment (minimum of 3).
- Copies of academic degrees/diplomas and other professional certificates.

Applications will be reviewed on a rolling basis, and ADRA reserves the right to stop the application process once a suitable candidate has been identified. Only shortlisted candidates will be contacted.

At ADRA, we are committed to the safeguarding and protection of the communities, staff and other people we work with. We will do everything possible to ensure that only those who can promote a working environment free from abuse or harm to anyone that works with or comes into contact with ADRA are recruited. This post is subject to a range of vetting checks.