



Tel : 09 400 886 204, 09 266 462 043

Mail : khayahacademy@gmail.com

No. 7/A, ERC Condo, East Horse Race Course Road,
Tamwe Township, Yangon, Myanmar.

VACANCY ANNOUNCEMENT

Khayah Myanmar is welcoming potential applicants who are passionate about supporting Myanmar children's education as per the following position.

Job Position	: Assistant Educational Program Officer (Eng/Maths)
Location	: Bahan Township, Yangon
Salary	: 350,000MMK
Form Deadline	: 1st May, 2024 (9AM MMT)

Job Purpose:

The Assistant Educational Program Officer is **an experienced primary teacher**, who will assist the main Educational Program Officers for each of the subjects and will be in charge of handling all the administrative tasks related to the whole process of the project. This position will work closely with the Khayah Myanmar team, main Educational Program Officers, Coordinators, and the society from the project area, with frequent visits to the project area.

Job Requirements:

- Bachelor's Degree holder or Diploma holder of the related subject (Eng/Maths). Those who hold respective teaching training education degrees are preferable.
- Minimum teaching experience of 2 years in international or public/private schools, familiar with working in organizations with a team.
- In-depth knowledge of child development and the latest education theories and practices.
- Good computer skills using Microsoft Office applications for documentation processes.
- Outstanding leadership and teamwork skill.
- Willingness to learn new knowledge relevant to the functions.
- Ability to visit the project areas occasionally.



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Job Description:

- Assisting the main Educational Program Officer in related aspects of the project process.
- Checking up on Coordinators' daily activities and recording the worksheets in/out procedure.
- Assisting in training the coordinators of the associated tasks related to the project.
- In charge of coordinator management by solving all of the problems arising during the delivering stage and throughout of coordinator's activities.
- Reporting back to the program officer on Attendance Check Lists and weekly coordinators' reports.
- Assessing/Double-checking the retrieved worksheets from the students and data-entry the results of assessed materials weekly.
- Recording the improvement progress of each student and coordinator, and reporting back to the Manager and Team.
- Participating in project planning and implementation, by performing needed computerized records and collaboration with the team in whole monitoring, controlling, and evaluating of the project.
- Conducting field monitoring visits every month alongside the field coordinators.
- Contributing to the development and the goals of the project by fulfilling the necessary factors.

Working Hours: 8Hrs per day, Monday to Friday (Sat, Sun, gazetted and public holidays off)

To Apply:

Interested applicants are invited to submit Application forms (including Cover Letter and CV Form) to khayahmyanmar@gmail.com no later than **9 AM on 1st May 2024**.

Khayah Myanmar Contact Details:

Phone : 09-266462043 (Program Manager), 09-400886204 (Program Officer)

Mails : khayahmyanmar@gmail.com, khayahmyanmar2@gmail.com

Ref : www.khayah.org, www.facebook.com/khayahmm