



## **Job Title: English Teacher (Full time) 1 post**

*Only candidates selected for an interview will be contacted.*

### **Overview**

Established in 2016, Step-in Step-up (SISU) is a not for profit company based in Hlaing Tharyar, Yangon. We deliver livelihood based vocational training programs to enable vulnerable Myanmar youths to find employment.

There is an opportunity to join our dynamic team as an English Teacher.

While the skills and knowledge to be a great teacher is important, having a caring and ‘can do’ attitude is even more so. Our focus is on helping these young people find jobs, and we need someone who is flexible and goal focused to help in our mission.

We aim to create a nurturing and caring environment and will welcome candidates who are excellent teachers and share our values and drive.

If this is you, please send your CV together with a covering letter to [careers@stepinstepupint.org](mailto:careers@stepinstepupint.org)

### **Responsibilities and Duties**

- Design training programmes and report to management
- Schedule training sessions, locations, and trainee learning timetable
- Establishing a strong coaching relationship with the trainees focused on enabling them to grow and develop
- Prepare and maintain trainee’s information file
- Translate English/Burmese/English when required
- Maintain positive working relationships/networks with all members of the SISU team, trainees, and partners
- Collect and share successful stories and other supporting documents that reflect the progress of the project activities
- Develops teaching aids, such as training, demonstration models, multimedia visual aids, and reference works if necessary
- Assist the Manager or Management team as required
- Execute all tasks assigned by the team leader or manager diligently, on schedule, and to the highest standard



## **Requirements**

- Previous experience as an English teacher
- Fluency in English
- Knowledge of various teaching methods
- Deep understanding of the national curriculum and English language requirements
- Exceptional organizational and communication skills
- Strong written and literacy skills
- Great presentation skills
- Excellent coaching and mentoring skills
- Ability to create a safe and encouraging environment where trainees can develop
- Proficiency in MS Office suite, including email, Word, Excel

## **Highlights**

- Competitive Salary plus yearly bonus
- Ferry, lunch, and monthly hamper provided
- Job location: Hlaing Tharyar Township
- 1 year contract with option to extend
- If you want to know more about our organization please go and visit our website [www.stepinstepupint.org](http://www.stepinstepupint.org)