



## VACANCY ANNOUNCEMENT

Mon National College is seeking applications from dynamic and highly motivated applicants for the following vacant positions.

Position Title	: <b>Full Time Instructor (Information and Communication Technology - ICT)</b>
Duty Station	: <b>Mon National College, Nyi Sar, Bee Ree Area, Mon State, Myanmar</b>
Number of Position	: <b>1</b>
Duration	: <b>July 2024 to May 2025</b>
Report to	: <b>Course Director (Department of Information Technology)</b>
Closing date	: <b>30<sup>th</sup> June, 2025</b>

### Background

Mon National College (MNC) is part of higher education programs for Mon Youths and students in southern Myanmar. The college is established with the support of Mon communities, parents, and local individuals who are interested in community-based education. The college is also established with demand of local youths who cannot attend higher education in major cities due to cost and accessibility. Local Mon parents have been demanding closer and better education programs in the local for the local and to the local. Mon language-speaking teachers and other external teachers are pleased that they can teach in the local areas where students are well supported external teachers are pleased that they can teach in the local areas where students are well supported in terms of accommodations and welfare. The college is operated self-funded by the Mon people and community with partial funds from other charities.

Mon National College is a hub of learning for post-high school level, vocational training, and higher educational by using national and international education resources. Students of Mon National High School will be transforming to Mon National College to complete post-high school education qualifications and achievements. Students are selected and accepted for entry comprised for assessments based on their areas of learning. Mon National Education Committee (MNEC) is a learning body for the sustainability of the college until it is fully functional by itself.

### Job Summary

The full-time IT Instructor of the ICT Department will plan and deliver effective and inclusive lessons for several courses offered at the ICT Department at Mon National College. They will also support in co-managing a range of elements of designated responsibility, including curricular development, student enrollment management, departmental administration, and human resource management, ensuring coordination within the department and with other departments. The full-time IT Instructor is paid an administrative stipend for assuming these responsibilities. They will directly report to the ICT Department Advisor or Chair (Course Director) and will be working closely with the faculty and staff of the department. This position is open to all ethnicities.

## Duties and Responsibilities;

Amount	Function
60%	<b>Teaching:</b> <ul style="list-style-type: none"> <li>• Prepares and teaches learner-centered and highly interactive 3-4 classes per week (3-4 courses) per semester primarily offered at the ICT Department.</li> <li>• Participates in teacher orientation, meetings, professional development events, and other Department-/College-wide activities to promote efficiency and collaboration across the ICT Dept./MNC.</li> <li>• Plans and facilitates student orientations, feedback sessions, and other academic events associated with the courses taught throughout each semester.</li> <li>• Monitors students' attendance and progress informally and more formally through a variety of methods including ongoing and cumulative assessment.</li> <li>• Ensures that the Teaching Assistants are well-informed about respective course objectives, schedules, requirements, and assignments.</li> <li>• Contributes to the planning, budgeting, monitoring, and evaluation of the quality and effectiveness of respective courses, and identification of learning points for course quality improvement and assurance.</li> </ul>
20%	<b>Course Design and Curriculum Development:</b> <ul style="list-style-type: none"> <li>• Assists in the development of curricular offerings which are rigorous and appropriate to the needs of the College and students;</li> <li>• Assists in assigning teaching duties to members of the department and submits the department's scheduling of classes;</li> <li>• Leads/assists in initiating changes in courses, requirements, or curriculum to the major or minor with prior approval from the Advisor;</li> <li>• Supports the Advisor in overseeing the advising of students majoring in the department, making sure that students meet the graduation requirements;</li> <li>• Assists in conducting regular departmental reviews and evaluations of the faculty, staff, and departmental programs;</li> <li>• Support the Advisor in facilitating regular curriculum review meetings to ensure up-to-date content knowledge and pedagogical strategies;</li> <li>• Supports the Advisor in the management of the departmental accreditation reports.</li> </ul>
20%	<b>Course Coordination, Monitoring and Evaluation:</b> <ul style="list-style-type: none"> <li>• Assists in the process of recruiting, hiring, and orienting new faculty members and staff members;</li> <li>• Leads/assists in encouraging and ensuring the professional development of all members of the department in both teaching and scholarship;</li> <li>• Advises the department's newer faculty members of their progress and discuss with new faculty members the College's expectations in regard to teaching and scholarship.</li> <li>• Supports in monitoring the quality of teaching of each faculty member and discuss with the member their perceived strengths and weaknesses;</li> <li>• Assists in the submission of the departmental recommendations on hiring, retention, tenure, and promotion and advises the Advisor on the general performance of members of the department and on requests for leaves of absence;</li> </ul>

	<ul style="list-style-type: none"> <li>• Supports the Advisor in supervising departmental employees including teaching assistants, and student assistants.</li> </ul>
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**Education Qualifications, Experiences and Skills:**

- Undergraduate/graduate/post-graduate degree(s) or relevant professional experience in the field of IT or related field.
- Experience working in IT or a related field for at least 3 years.
- Experience teaching IT courses or training for at least 2 years.
- Excellent communication skills across multiple languages including English and Burmese using a range of technologies. The ability to effectively communicate in Mon language would be a plus.
- Strong management skills including project/task/time management and prioritization and interpersonal/people skills.
- Strong analytical, innovative and strategic planning skills.
- Excellent work ethics and professionalism in a remote working environment.

**Application:**

- Please send your application letter and CV (with two contacts for reference), [ongdainnai.mnc@gmail.com](mailto:ongdainnai.mnc@gmail.com)