

**13<sup>th</sup> October, 2026****JOB ANNOUNCEMENT  
Program Intern  
(#05/2026)**

The International College Foundation Course (ICFC) at Baan Thuta is a comprehensive program designed to equip Myanmar youth with the academic and technical skills required for successful entry into leading universities worldwide. The program offers intensive instruction in academic writing, critical thinking, and essential academic skills, equipping students with the knowledge and strategies they need to succeed in higher education and preparing them to meet the demands of university-level study with confidence.

In addition to academic preparation, the program emphasizes personal growth and cross-cultural awareness, ensuring that students are not only academically prepared but also globally minded and character-driven. Serving as a transformative bridge between Myanmar's aspiring youth and global higher education, the program embodies Baan Thuta's vision of cultivating leaders who can thrive academically and socially in international environments.

Bann Thuta is currently seeking a motivated, dedicated and qualified candidate to fill the following position.

|                               |                                                      |
|-------------------------------|------------------------------------------------------|
| <b>Title of the position:</b> | <b>Program Intern</b>                                |
| <b>Department:</b>            | <b>Bann Thuta</b>                                    |
| <b>Job location:</b>          | <b>Yangon, Myanmar</b>                               |
| <b>Reports to:</b>            | <b>Program Manager</b>                               |
| <b>Employment Type:</b>       | <b>Full-time</b>                                     |
| <b>Duration:</b>              | <b>Three months</b>                                  |
| <b>Application Deadline:</b>  | <b>23<sup>rd</sup> October, 2026 (Rolling basis)</b> |
| <b>Start date:</b>            | <b>As soon as possible</b>                           |

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**Job summary:**

The Program Intern will provide administrative and programmatic support to the Baan Thuta programs. This role involves hands-on experience in program coordination, communication, and documentation, while contributing to the successful implementation of program activities.

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**Key Responsibilities**

- Provide assistance to the Baan Thuta program team in daily operation, and in preparation for programs and student support. This may include accepting and making phone calls for program purposes, preparing administrative and logistic tasks, etc.

- Work closely with the Admission Officer and the Sales Officer to ensure a smooth and efficient admissions process for prospective students.
- Assist in planning, implementing, and monitoring program activities.
- Support documentation and reporting processes, including collecting data and drafting summaries.
- Help organize meetings, workshops, outreach and other events (both online and in-person).
- Maintain and update program databases, files, and communication materials.
- Draft correspondence, meeting notes, and other internal communications.
- Perform other duties as assigned by the Program Manager.

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### Qualifications and Requirements

- Currently pursuing or recently completed a Bachelor's degree in Education, Social Sciences, Development Studies, or a related field.
- Detail oriented, with strong organizational and time management skills.
- Good communication and interpersonal skills.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and basic online collaboration tools.
- Ability to work both independently and as part of a team.
- Interest in program management, education, or community development is an asset.

**Application Process:** Citing the reference “**Program Intern**” applicants should send their CV and cover letter expressing their suitability and interest in the position by **23<sup>rd</sup> October, 2026** to “[admin@baanthuta.com](mailto:admin@baanthuta.com)”. Applications will be reviewed on a rolling basis until the position is filled.

Only shortlisted candidates will be notified of their progress. Shortlisted candidates will be required to provide at least two professional references.