

## **KHAYAH INTERNATIONAL MYANMAR**

### **VACANCY ANNOUNCEMENT**

KHAYAH International is a South Korea-based non-profit organization that works for marginalized and vulnerable people worldwide by providing comprehensive support for various initiatives to promote integrated child education and empower youth.

<b>POSITION</b>	<b>: Myanmar Educational Program Manager</b>
<b>NUMBER OF POST</b>	<b>: 1 Post</b>
<b>LOCATION</b>	<b>: Bahan Township, Yangon</b>
<b>STARTING DATE</b>	<b>: As soon as possible</b>
<b>DURATION OF INITIAL CONTRACT</b>	<b>: 1 Year Contract (3 Months Probation Period)</b>
<b>SALARY</b>	<b>: Negotiable</b>

### **JOB SUMMARY**

Myanmar Educational Program Manager is responsible for managing library operations and creating educational worksheets for Myanmar language lessons. This role requires a combination of organizational, creative, and educational skills to support the library's functions and contribute to the development of effective teaching materials for students.

### **JOB REQUIREMENT**

- Myanmar National who is interested in Myanmar Communities, Cultures & Education Sector.
- Bachelor's or Master's degree holders in Education, Myanmar Language, Library Science, or a related field are preferable.
- Proven experience in educational content creation or library management.
- Strong knowledge of the Myanmar language and its educational curriculum.
- Proficiency in using basic computer applications (e.g., Microsoft Office, Google Workspace).
- Excellent organizational, communication, and interpersonal skills.
- Creative thinking and attention to detail in designing educational materials.
- A good understanding of written English is necessary. (Basic spoken English skills are required.)
- Need to travel to the project site at least 1 time a week.

## **DUTIES & RESPONSIBILITIES**

### 1. Myanmar Worksheet Creation:

- Collaborate with teachers and students to identify specific needs and tailor worksheets accordingly.
- Ensure worksheets are culturally relevant, age-appropriate, and accessible to students of varying skill levels.

### 2. Library Management:

- Oversee the daily operations of the library, including organizing, cataloging, and maintaining books, resources, and digital materials.
- Assist library visitors in locating and accessing resources.
- Manage library inventory, including ordering new materials and repairing damaged items.
- Promote library services and programs to encourage community engagement.

### 3. Educational Support:

- Provide support to teachers and students by recommending additional resources and materials.
- Create training materials, resources, and tools to support teacher development.
- Assist in organizing educational events, workshops, or reading programs within the library.
- Stay updated on advancements in library and educational tools to enhance services.
- Provide mentorship and coaching to teachers to improve their instructional techniques.

### 4. Administrative Duties:

- Maintain accurate records of library resources and worksheet usage.
- Prepare reports on library activities and worksheet effectiveness as required.
- Ensure the library environment is clean, organized, and conducive to learning.

## **HOW TO APPLY:**

Interested candidates who meet the above requirements are required to submit a comprehensive CV form, including a Cover Letter via e-mail only to: [khayahmyanmar2@gmail.com](mailto:khayahmyanmar2@gmail.com).

### **Subject line for application: “Application for Myanmar Educational Program Manager”**

Please add **your expected salary** in the CV form and the vacant position form acceptance could be closed before the closing date if a suitable candidate is found beforehand. Please also take note that only those candidates short-listed by preliminary screening will be contacted for in-person interview.

## **Khayah Myanmar Contact Details:**

Phone : 09-400886204

Mails : [khayahmyanmar2@gmail.com](mailto:khayahmyanmar2@gmail.com)

Ref : [www.khayah.org](http://www.khayah.org)