



SHWE KYUN THAR Network

Office: # 66, Ward (7), Bogyoke Aung Sun Street, Chaung Zon Township, Mon State,
Myanmar. (sktcz.mon@gmail.com, skt.humanresource@gmail.com)
09- 784810030, 09785216993

VACANCY ANNOUNCEMENT

(Local Candidates Only)

SHWE KYUN THAR (SKT) is a registered non-governmental organization in Mon State, Myanmar. Since 2014, SKT has collaborated with Save the Children International, Helvetas Myanmar, Ipas Myanmar, UNFAO, UNOPS, IOM, the NGO Child Rights Working Group, the Case Management Group, and the Mon CSOs Network. SKT focuses primarily on Child Rights Governance, Protection (including Child & Adult Protection, Safe Migration, Anti-Human Trafficking, and Labor Rights), Education in Emergencies (EiE), and Community Development—actively promoting the UNCRC, Child Rights Law, social accountability, livelihoods, and youth participation in decision-making processes.

SHWE KYUN THAR (SKT) invites qualified and dedicated applicants for the following post:

Post Title	Education Officer – Grade D1
Number of Posts	(1) Position (Residents of Tanintharyi Region Only)
Duty Station	Dawei Townships (with frequent travel to SKT Sub Office and field project sites)
Starting Date	As Soon as Possible
Reporting to	Project Manager

GENERAL ASSIGNMENT: ECHO-funded by ADRA, SKT will promote the thematic of education in EiE for both literacy and providing the learning space, materials, and other necessary awareness and student kits to cover those school children and volunteer/educator. The Education Officer will facilitate and support the development and implementation of project activities, and communicate with communities, targeted children, the School Committee, and volunteers/educators to achieve the results framework.

Specific Job Responsibilities:

1. Technical & Thematic Implementation

- Develop the training Manual related to the outcomes of EiE and other education sectors with the Field Coordinator and Community Empowerment Facilitator
- Train and support on the themes of the existing education curriculum to Village volunteer/ paid volunteer and frequent field visits
- Identify the beneficiaries with the Field Coordinator and Community Empowerment Facilitator
- Develop agenda and work closely with implementing partner to achieve the result (which includes developing curriculum for toolbox and others
- Incorporate field and technical team feedback to ensure the continuous improvement of the training manual
- Facilitate training materials and agenda to community-based volunteers and SKT field staff
- Develop the curriculum and facilitate the external consultant hiring process with the support of the Project Manager
- Timely update and share information on project results on the 4W matrix to the PMU.

2. Monitoring, Evaluation, & Reporting

- Maintain and update the overall **ECHO** respective outcome indicator tracker based on submissions from the PM



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- Work closely with the PM **ECHO** and partner agencies to ensure that feedback to donor agencies implementing the programme is on time.
- Develop the questionnaire and support MEAL & Research for **ECHO** projects monitoring mechanism
- Ensure updated work plan and field management plan (FMPs) are in place and work closely with the field coordinator
- Carry out program quality assessments based on agreed indicators to guide decision-making and reporting
- Provide alerts to the respective managers and field coordinator, including Field assistant corrective actions required, avoiding delays in implementation, including flagging operational issues and risks requiring timely actions.
- Review monthly progress reports from field staff and ensure they have evidence to back up and provide feedback to the respective staff
- Assist the Project Manager in the process of reporting, networking meetings, and donor communication

3. Learning, Accountability, & Compliance

- Conduct project monitoring on the Education sector of ECHO implementation and post-implementation monitoring that meet laid down standards regularly
- Provide relevant evidence for learning from projects
- Share learning and provide constructive comments to colleagues to ensure programme quality
- Ensure Sex, Age, Disability Disaggregated Data (SADD), Accountability and Gender standards are consistently adhered to in project delivery
- Build capacity of staff through training to ensure adoption of new curriculum and refresher is kindly needed

4. QUALIFICATIONS & EXPERIENCE REQUIRED

- **Education:** Bachelor's degree or equivalent diploma/certificate level linked to Education activities and aware of DRR, Waste and/or Natural Resource Management
- **Experience:** Minimum 2 years' experience in Curriculum development and related activities, including community mobilization and coordination (or equivalent professional experience), good relations with young people and community members
- **Operational Qualities:** Demonstrated experience in community mobilization, Education activities, and in managing community-based volunteers, support partners, and targeted beneficiaries, and experience in training and capacity building in protection activities.
- **Policy Alignment:** Strong understanding of child rights, protection principles, GESI, and strict adherence to Child Safeguarding and PSEAH standards.
- **Languages & IT:** Good command of local languages (Mon/Burmese) and English. Proficiency in MS Office Suite, email communication with donors, and virtual collaboration tools.

TERMS AND CONDITIONS

- **Remuneration:** Competitive salary commensurate with experience + benefits package in line with SKT HR policy.
- **Working Hours:** 40 hours per week (Monday – Friday).
- **Contract Duration:** 12 Months (with possibility of extension, subject to performance and funding availability).
- **Probation Period:** Three (3) months.
- **Leave & Holidays:** Approved public holidays in Myanmar and annual leave as per SKT HR Policy.

HOW TO APPLY

Interested candidates are required to submit a complete application packet containing.



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- Cover Letter clearly stating position title and expected salary.
- Updated Curriculum Vitae (CV) / Resume.
- Contact details of at least two (2) professional referees.
- Copies of relevant academic degrees, certificates, and training records.

Application Submission Details:

- Office Address: # 66, (7) Quarter, General Aung San Street, East Chaungzon Ward, Chaungzon Township, Mon State, Myanmar.
- Email Applications: sktcz.mon@gmail.com, skt.humanresource@gmail.com
- Contact Phone: 09-784810030, 09-785216993
- Application Deadline: **October 25, 2026 (Sunday) before 5:00 PM (MMT)**

Note: SKT is an equal opportunity employer and maintains zero tolerance toward child abuse, sexual exploitation, harassment, and corruption. Only shortlisted candidates will be contacted for interviews.