



Vacancy Announcement

Position:	Academic Support Officer
Number of positions:	(1) position
Location:	Remote/Work from home
Working Time:	40 hours per week (In accordance to class schedules)
Report to:	Program Supervisor
Work Mainly With:	Lead Teachers, Freelance Teachers and Program Team
Support to:	Myanmar, English, Mathematics classes

Saya Institute, established in 2020 by Saya Foundation, is dedicated to fostering continuous education through the expertise of highly skilled teachers and innovative teaching strategies. Committed to accessibility and inclusivity, Saya Institute offers affordable tuition and provides free learning materials, ensuring a safe and enriching platform for students to pursue their educational goals. In Saya Institute's commitment to educational access for all, we are dedicated to supporting underprivileged learners. The Institute offers multiple scholarships, including full and partial fee waivers, as well as internet data support, ensuring that financial barriers do not hinder students from pursuing their education.

Saya Institute is looking for a dedicated and compassionate **Academic Support Officer** to strengthen teaching and learning across Myanmar, English, and Mathematics classes. This role involves observing lessons, supporting teachers, monitoring student learning, and helping ensure quality and inclusive education for all.



We work with children from many different backgrounds—each with their own strengths, challenges, and dreams. We're looking for someone who not only has strong academic knowledge, but also a big heart:

- Someone who listens deeply, understands challenges, and protects confidentiality
- Someone who shows kindness, patience, and empathy—especially toward struggling learners
- Someone who believes in inclusive, learner-centered learning and collaborates with teachers to help every child progress

Key Responsibilities

- Observe classes and provide constructive feedback to improve teaching quality.
- Support teachers in lesson planning, classroom management, and inclusive strategies.
- Monitor student learning and help identify students who need extra support.
- Work closely with the academic team to ensure consistency and quality across subjects.
- Document learning progress and contribute to quality assurance processes.
- Support a safe, inclusive, and learner-centered environment for all students.

We're Looking For Someone Who:

- Has strong knowledge in Myanmar, English, and/or Mathematics.
- Believes in inclusive, learner-centered education.
- Shows kindness, patience, and empathy—especially toward struggling learners.
- Listens deeply, understands diverse student needs, and respects confidentiality.
- Works well with teachers and children from different backgrounds.
- Can commit full-time, with no other job obligations.



Why Join Us?

At Saya Institute, we work with children from diverse backgrounds—each bringing their own strengths, challenges, and dreams. We believe academic support must be both rigorous and human-centered, grounded in our core values:

- Learning and Sharing
- Professionalism
- Social Inclusion
- Compassion
- Synergy
- Agility

As part of Saya Institute, we are committed to building an inclusive organization that promotes diversity and social cohesion. We strongly encourage applications from women, minority groups, and persons with disabilities. We do not discriminate based on race, color, gender, religion, or sexual orientation.

We also uphold the highest standards of safety and ethics. Saya Institute maintains a zero-tolerance policy toward sexual exploitation, abuse, and harassment (SEAH) and is strongly committed to child safeguarding and the protection of all vulnerable individuals. All team members are expected to fully uphold these principles in both professional and personal conduct.

If you bring a strong mind, a big heart, and a deep sense of responsibility, we'd love to hear from you.

Contact Us

Interested applicants must send a Cover Letter, Curriculum Vitae (with two referees from your previous employment), telling us why you are suitable for this position, to info@saya-foundation.org by 10th July 2025(Thursday) , at 5:00 PM.

Note: Please write the name of the position you are applying in the Subject Line of your email.

Only short-listed candidates will be contacted via mail.