

Join a Leading Education Consortium, SPL& Education team as a Programme Assistant (Strategy, Policy, Learning (SPL) & Education)!

ROLE PURPOSE: As a multi-donor funded programme, the consortium partners with selected ethnic and monastic education providers to strengthen their capacity to deliver and sustain good quality learning opportunities for children considered to be hard-to-reach in Myanmar. Applying a 'systems-strengthening' approach, the programme provides funding, coordination, technical assistance, and research across different complementary education systems to promote continuous improvement of education services. The programme works with its partners, established education providers, to place an emphasis on developing the quality and inclusivity of education in Myanmar, including improved learning outcomes; and with a broader range of diverse stakeholders to address key barriers for the achievement of equitable education. In line with its current 2021-25 programme strategy, the overall aim for the programme is that hard-to-reach children access education services that meet their learning and well-being needs.

Under the supervision of Strategy, Policy & Learning Team and Education Team, the Programme Assistant is key to ensuring efficient operations and clear communication between teams. They manage schedules, streamline team interactions, and support a variety of events and trainings. Their role also includes document control, filing, and work plan development, with a focus on thorough follow-up for all team activities.

TITLE: Programme Assistant (Strategy, Policy, Learning (SPL) & Education)

LOCATION: Yangon

Number of Position: 1

GRADE: 5

CONTRACT LENGTH: Fixed Term, (through 31st May 2025)

Reports to: Education Director (To support SPL & Education Teams)

Staff reporting to this post: None

Budget Responsibilities: None

Responsibilities:

- Provide overall support to Strategy, Policy and Learning and Education team sand ensuring teams efficiency.
- Assist in the day-to-day work of both teams as appropriate to the Assistant's functions.
- Ensuring effective information flow and collaboration among team members and with external partners.
- Provide support for program activities by organising materials and resources, managing event logistics, and engaging with participants.
- Support the planning and preparation of SPL and Education team projects and initiatives, maintain the SPL and Education team calendars with regular updates, and follow up on administrative matters.
- Participate in seminars, workshops, meetings, and other events organized with stakeholders, and provide administrative support, including taking minutes. Support translation and proofreading, as well as the preparation of required documents.
- Maintain SPL and Education teams' planning tools and processes to support regular coordination across MEC depts.
- Perform other tasks as agreed upon with the supervisor and other team members.

Child Safeguarding Responsibilities:

- Ensure that your staff is providing all beneficiaries of your programme with ongoing, age-appropriate verbal or written information in relevant languages about Child Safeguarding Policy and Code of Conduct.

Qualifications that set you apart:

- Any graduate or diploma in any discipline. BA/Diploma in Education, Public Relation & Policy, Communication is desired. Fresh graduate with a growth mind-set and self-managed personality are mostly welcome to apply.
- At least one year work experience in related field.
- Excellent organisational and administrative skills. Ability to manage multiple teams' priorities and tasks, and flexible to interact with different team members. Strong work ethic, personal effectiveness and integrity.
- Willingness to travel and work in challenging environment following policy of personal security.
- Good understanding and experience of working with Spread Sheets (MS-Excel), Microsoft Word (MS-Word), PowerPoint and general web skills such as email, search engine etc.
- Good writing and verbal communication skills both in English and Burmese languages. Ability to speak any one Ethnic language is preferable.

Don't miss this opportunity to be part of our impactful education programme!

To apply, please send your CV and a cover letter to: educationmyanmar.recruitment@gmail.com using 'Programme Assistant' in the subject line.

Application deadline: **15/07/2024 (Monday)**.

No requirement of photo or copy of certificates and only short-listed candidates will be contacted.

Remark: For those who failed to mention or incorrectly mention the position title in their applications, we will consider those as disqualified and we will not consider for short list.

Join our team and contribute to our mission of driving positive change in education through your expertise. We are excited to receive your application!