

Vacancy Announcement

Position Title	Education Officer
Project	ECW – CORE - strengthening access to safe, inclusive, and gender equitable education, improving quality of learning outcomes, and enhancing crisis readiness and responsive education project in Sagaing Region
No. of Position	2 position
Duty Station	Yangon Office
Type of Contract	Fixed-term Contract
Duration	12 months, (including 3 months probation period) – possible extension
Starting Date	As soon as possible
Reporting to	Program Director / Project Manager

Overall Purpose of the Position

The Education Officer will be responsible for strengthening the capacity of volunteer teachers to effectively implement project activities. Under the supervision of the Project Manager, the Education Officer will coordinate teacher training, coaching, and professional development on foundational learning, trauma-informed teaching, psychosocial support, gender-transformative education, and inclusive pedagogy, ensuring that capacity-building activities are implemented effectively and in accordance with the approved work plan and timeline.

Key Responsibilities

1. Activity Coordination and Capacity Building

- Coordinate project activities in target areas in line with the Detailed Implementation Plan (DIP) and approved work plans.
- Coordinate with consortium partners to plan and implement capacity-building programmes, teacher training, and professional development activities.
- Conduct training needs assessments together with MEAL team for volunteer teachers and facilitate training on foundational learning, trauma-informed teaching, psychosocial support, gender-transformative education, and inclusive pedagogy.
- Monitor activity timelines and report implementation challenges or delays to the Project Manager.

2. Field Team Support, Supervision and Mentoring

- Provide technical guidance and support to Township Monitors, and volunteer teachers to ensure effective implementation of education activities.
- Review and consolidate monthly work plans and field movement plans submitted by field staff.

- Provide coaching, mentoring, and refresher support to staff and volunteer teachers to strengthen teaching practices and ensure the effective application of training.
- Develop community engagement and awareness-raising guidelines and support volunteer teachers to conduct community awareness sessions on safe, inclusive, and gender-equitable education.

3. Monitoring, Verification and Quality Control

- Monitor project progress against targets and ensure education activities meet agreed quality standards.
- Work closely with field teams and the M&E Officer to ensure accurate and timely data collection, beneficiary tracking, and activity verification.
- Support field team to follow-up visits and classroom observations to assess the application of training and identify further capacity-building needs.
- Review monthly achievements, training attendance, participant lists, and distribution records before submission.

4. Reporting and Documentation

- Compile progress updates, monthly reports, and activity reports for the Project Manager's review.
- Maintain organized records of training activities, training needs assessments, coaching sessions, community awareness sessions, and other project documentation.
- Document project achievements, implementation challenges, lessons learned, and good practices related to teacher capacity building and education quality.

5. Safeguarding and Compliance

- Ensure field staff, and volunteer teachers understand and comply with child safeguarding, Prevention of Sexual Exploitation and Abuse (PSEA), and accountability principles.
- Ensure education activities adhere to organizational safeguarding policies and the Do No Harm principle.
- Coordinate safeguarding and child protection training and awareness sessions for staff, partners, volunteer teachers, and community members.
- Maintain strict confidentiality and ensure the safe handling of information concerning children and their families.

Qualifications and Experience

- Bachelor's degree in Education, Social Work, Psychology, Sociology, Community Development, Child Development, Human Rights, or a related field; a master's degree is an advantage.
- Minimum of 3–5 years of relevant experience in education programming or a related field, preferably in humanitarian or crisis-affected settings.
- Demonstrated experience in teacher training, capacity building, facilitation, mentoring, and community awareness sessions.

- Experience working with children, vulnerable populations, volunteer teachers, and community-based education programmes.
- Strong interpersonal, communication, coordination, and report-writing skills.
- Ability to work independently and collaboratively under pressure and meet tight deadlines.
- Good written and spoken English.
- Proficiency in Microsoft Office and relevant data management tools.

Core Competencies

- Strong planning, organizational, and time-management skills.
- High attention to detail, accuracy, and confidentiality.
- Strong problem-solving, analytical, and decision-making abilities.
- Good communication, coordination, and relationship-building skills.
- Self-motivated, flexible, innovative, and quick to learn.
- Strong teamwork and collaboration skills.

We are committed to equal employment opportunities and welcome applications from all qualified candidates, regardless of race, ethnicity, religion, disability, age, gender identity, sexual orientation, marital status, or other protected characteristics. Women are particularly encouraged to apply.

How to Apply

Interested applicants are invited to submit an application letter, an updated CV with complete contact details, copies of relevant certificates, and contact details of two professional referees. Please indicate the position title in the subject line of your email and send your application to announcementpost@gmail.com.

Deadline for Application :

Only short – listed candidates will be invited for interview. We are not obliged to return received applications.