



SEH THEH FOUNDATION

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Job Vacancy

Date: 12 Jun 2024

Job Title: Field Assistant (2 positions)

Project: System Strengthening

Report to: Field Officer

Duration: Two years' contract

Duty Station: Karenni State

Application Deadline: ASAP

Roles and Responsibilities:

- Work on a full-time basis.
- Must fully attend monthly and quarterly meeting called by mother organization and monitoring and evaluation, planning and coordination meetings organized by partner organization.
- Regular communication with project Officer, Project Manager, stakeholders and community.
- Keep records in both hard and electronic versions of school, teacher and students' data collected from fields and submit to Project Coordinator as required.
- To collect and input key community, school, teacher and student data.
- To mobilise the forming and/or support the strengthening of school management committees (SMCS) in local Indigenous communities.
- Assist in conducting parent education sessions, meeting and workshop in the program area.
- To support and ensure proper completion of the teaching and learning material and stipends distribution.
- Report and obtain approval from Project Officer or Manager for any work-related tasks.
- Must report to Project Officer in case of encountering any difficulty in performing duties or others that may impact on the work.
- Coordinate in developing details work plan, regular reporting on work plan and activities to Project Officer.
- Submit monthly and quarterly report regularly to Project Manager.
- Obtain approval from Project Coordinator before making any important decision for the program or STF.
- Be responsible for administrating both office and project owned property, including maintenance of office and facilities.
- Perform other related duties, as required by STF, for the purpose of achieving organization's goal.

Requirements and Commitments

- Hold at least a Diploma degree or complete high school with a minimum of 1 year working in a program or related to field activities.
- Fluently speak, read and write Kayah (mother tongue), plus Burmese and Basic English.
- Good interpersonal skills and maintain good relationship with all colleagues within the organization, partners and all relevant stakeholders.
- Commit to work for STF as written in the contract and staff are obliged to follow the termination policy in case of contract termination.
- Responsible to follow codes of conduct, policy, and the intentions of STF.
- Ability to work independently with minimum guidance from the supervisor.
- Must be able to work and collaborate with other staff in STF and other partner organizations. (Good team player.)
- Being flexible and ability to work under pressure to meet deadline.
- Prioritize important tasks and manage time effectively.
- Effective communication skills.
- Must be flexible with working hours based on work requirement.
- Willing to travel and stay overnight outside of the duty station.
- Ability to drive motorbike with valid driving license.
- Aware of local and cultural norms and etiquettes
- Show respect to local beliefs and cultures.
- Strong local knowledge around Education.
- Must be interesting in promoting and improving indigenous education.