



SEH THEH FOUNDATION

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## Job Vacancy

Date: 12 Jun 2024

**Job Title:** Field Officer (2 positions)

**Project:** System Strengthening

**Report to:** Project Manager

**Duration:** Two years' contract

**Duty Station:** Karenni State

**Application Deadline:** ASAP

**To Supervise:** Field Assistants (FA)

### Roles and Responsibilities:

- Field Officer is responsible for the objectives, policies, rules and ethics established by the Seh Theh Foundation and must coordinate and implement activities by Program Coordinator, Project Manager, Field Assistant, school committees, village administrators, village communities, local authorities, and local education providers.
- Must visit and live in the project implementation area and manage educational activities.
- The educational information collected by Field Assistants must be sorted and sent to the relevant project manager. If the relevant project manager inquires about educational information, (FO) must resolve.
- If there is an emergency situation in the area of work implementation, the relevant manager and Senior Management Team must be notified as soon as possible.
- Distribution of stipends to teachers in schools within the implementation area and preparation and distribution of teaching materials for students and teachers shall be carried out with Field Assistants. (To draw up travel and expenses estimate for distribution of stipends and teaching materials and submit to the relevant manager in advance.)
- The information about stipends distribution and teaching materials distribution must be sent to the relevant manager before the specified time. (A signed document acknowledging receipt of stipends, photo record, etc.)
- Prepare an estimate of the process costs and office expenses that may be required each month and submit them to the relevant authorities in advance. (in a specified format)
- Conducting educational parent education programs in the villages in the project area, providing village-specific knowledge on mother tongue-based multilingual education, distributing teaching materials, granting stipends to village community teachers, conducting public educational lectures, collecting educational information, conducting training for teachers and the activities of supervising and evaluating teachers must be managed together with the relevant staff.

- Meetings must be held monthly or as necessary with the village education committees, IDP camps education committees and the minutes of the meeting (photos, letters, participant list) must be obtained and reported to the relevant authorities. (inform the manager in advance)
- Must attend meetings and workshops invited by villages, partner organizations, or other organizations with the approval of the parent organization and report back.
- Must connect with other organization in the project area.
- Must regularly attend meetings and workshops convened by the parent organization.
- The monthly reports and timesheets sent by field assistants must be compiled and reported to the relevant authorities no later than the monthly deadlines.
- Reading and summarizing the information in the report sent by schools and written review recommendations must be made and sent to the relevant manager in a timely manner.
- Project activities must be monitored and reviewed.
- Must communicate regularly with the officials of the parent organization.
- Must carry out the duties assigned by the parent organization from time to time.
- Must participate in the planning of project processes.

## **Requirements and Commitments**

- Must hold the diploma degree or certificate which is relevant to college level.
- Must have good relationships with colleagues and relevant stakeholders in the organization.
- Employees who are contractually committed to work at STF are responsible for following the termination policy if they wish to terminate their contract.
- Must be able to cooperate with STF organization employees and other partner organization employees. (Good Team Player)
- Must be able to work under pressure in order to complete the work according to the deadlines.
- Must manage time effectively according to priority plans.
- Must know how to use a computer.
- Must have the ability to communicate effectively.
- Must be able to reduce working hours depending on needs.
- Must be able to travel overnight from the office.
- Must be able to drive motorcycle well.
- Must value and respect local culture and traditions.
- Must respect and value local religious beliefs.
- Must have good local knowledge about education.
- Must be able to work independently with his own conscience and minimal guidance from his supervisor.

