



SEH THEH COLLEGE

ကဗိုလ်မှူး ကဗိုလ်
ဆယ်သဲ ကောလိပ်

JOB VACANCY

Position: Full-time Instructor

Number of Post- 3 Positions

- Academic English- Intermediate level,
- Computing & IT
- Teaching Pedagogy & Educational Psychology

Report to: Dean

Duration: Two-year contract

Duty Station: Seh Theh College, Thai-Karenni Border

Application Deadline: 17 May 2025

Seh Theh College

Seh Theh College exists to nurture students academically, socially and spiritually: enabling them to become responsible and disciplined adults, through challenging and energetic education program whereby the students will discover and develop their own potential, be equipped with the knowledge, skills, and characters needed to serve their community toward a sustainably developed and peaceful society. Seh Theh College offers Associate Degree programs in Education and Community Development.

Position Summary:

The Instructor is responsible for delivering high-quality, student-centered instruction, fostering an engaging and inclusive learning environment, and supporting students' academic and personal growth. The role requires commitment to curriculum development, student assessment, and active collaboration with colleagues and administration.

Key Responsibilities:

Teaching & Instruction

- Deliver engaging and effective instruction across assigned courses.
- Develop and implement clear, organized lesson plans that meet curriculum goals and students' needs.
- Customize and adapt instructional materials to reflect local contexts and learning levels.
- Integrate a variety of teaching methods and learning activities to support diverse learning styles.
- Administer and grade assessments, assignments, and exams in a timely and consistent manner.

Student Support & Development

- Monitor and record student attendance, participation, and performance consistently.
- Foster a positive classroom environment that encourages student interaction, critical thinking, and growth.
- Address behavioral concerns promptly, applying disciplinary measures when necessary according to institutional policy.
- Provide academic support and guidance to students, encouraging active engagement and self-directed learning.

Curriculum & Resources

- Regularly review textbooks and supplementary resources, identifying new materials to enhance instruction.
- Develop and submit course syllabus and reference / resource lists to the academic office.

Collaboration & Communication

- Communicate regularly with the Dean and administrative team regarding course progress, student needs, and classroom issues.
- Work collaboratively with class monitors to gather student feedback and address concerns.
- Notify the Dean at least three (3) days in advance of any planned absence and coordinate substitute coverage when needed.
- Act as a bridge between students and administration, conveying student perspectives and suggestions.

Reporting & Administration

- Maintain accurate records of student attendance, grades, and feedback.
- Submit monthly attendance data to the Data Officer and compile a detailed monthly report for the Dean by the 25th of each month.
- Participate in routine staff meetings and contribute to discussions on academic improvement and student support.

Other Duties

- Support extracurricular activities and institutional initiatives as assigned.
- Assist with additional administrative or academic tasks as needed.

Qualifications:

- Diploma's degree or bachelor's degree (master's preferred) in Education, relevant subject area, or related field.
- Previous teaching experience at the college or higher education level preferred.
- Independently working, strong communication and organizational, and classroom management skills.
- Commitment to student success and continuous professional development.

How to apply:

All the interested applicants shall submit the Cover letter, CV including 2 references information, and other related documents to this email: hr@sehthehfoundation.org , khuhsawreh@sehtheh.org (OR) submit your application to Seh Theh College.

Please note that “Only shortlisted candidates will be contacted”

