SEH THEH COLLEGE

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JOB VACANCY

Position: Data Officer
Number of Post- 1 Position
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 Data Officer is responsible for collecting, organizing, managing, and analyzing academic and administrative data to support informed decision-making and ensure effective educational delivery. This role requires strong attention to detail, data integrity, and close collaboration with instructors, the Dean, and other administrative staff.

Key Responsibilities:

Data Management & Reporting

- Collect and compile attendance records, grades, and student performance data from instructors.
- Maintain and update student databases, class rosters, and institutional records accurately and securely.
- Generate and submit monthly data summaries and statistical reports to the Dean by the 25th of each month.
- Ensure the confidentiality and protection of sensitive student and institutional data.

Monitoring & Evaluation

- Track academic progress and retention trends across departments and cohorts.
- Assist with evaluation tools for program effectiveness, including surveys and assessment data analysis.
- Support the development of performance dashboards and institutional progress indicators.

Collaboration & Communication

- Work closely with instructors and the academic team to ensure timely submission of attendance and grades.
- Communicate data-related needs and findings clearly to administrative staff and faculty.
- Train or support staff in proper data collection and recording procedures when necessary.

Technical & Administrative Support

- Maintain digital and physical filing systems for academic and administrative records.
- Support accreditation, audit, or donor reporting processes with accurate data.
- Troubleshoot basic data entry or software issues and liaise with technical support when needed.

Others

- Perform or assist with various duties as assigned by the Dean or SMT

Qualifications:

- Diploma or bachelor's degree in IT, Education Administration, Statistics, or a related field.
- Experience in data entry, management, or reporting in an educational setting preferred.
- Proficiency in spreadsheet tools (e.g., Excel, Google Sheets) and data software.
- Strong organizational skills, accuracy, and respect for confidentiality.
- Ability to work independently and collaboratively in a resource-limited context

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*"