



SEH THEH COLLEGE

ခရီးဌာန နက္ခတ္တ
ဆယ်သဲ ကောလိပ်

Vacancy Announcement for Administrator (STC)

Seh Theh College nurtures students academically, socially, and spiritually to become responsible adults. Founded as a community initiative in Karenni State, Myanmar in 2013, the college provides higher education opportunities, including diplomas in community development, for youth from diverse backgrounds in Karenni and Southern Shan State.

Our challenging program helps students develop their potential and gain the knowledge, skills, and character needed to contribute to a peaceful and sustainably developed society. Despite ongoing conflicts, we remain committed to serving marginalized communities, including refugees and IDPs. Our graduates actively serve their communities through social enterprises, NGOs, and community-based organizations, demonstrating that investing in vulnerable youth builds informed and empowered future leaders.

Job Title: Administrator

Project: Seh Theh College

Report to: Dean

Duration: Two-years contract

Employment Type: Full Time

Duty Station: Karenni State & Thai-Karenni Border

Application Deadline: ASAP

Roles and Responsibilities:

- Oversee and ensure the efficient day-to-day operation of administrative functions at the college.
- Ensure all purchases follow STF's procurement policies and are properly documented.
- Maintain accurate and up-to-date stock records and inventory of supplies and equipment.
- Coordinate logistics for staff travel, workshops, events, and internal meetings.
- Set up venues, prepare materials, and manage logistics for all college-related gatherings.
- Oversee the dispatch and receipt of official mail, letters, and documents to and from government agencies, partners, and other organizations.
- Prepare and submit monthly administrative reports to the dean.
- Develop and maintain both electronic and physical filing systems for administrative and logistical documents.

- Ensure all records, including correspondence, procurement files, and inventory logs, are up-to-date and properly archived.
- Oversee the maintenance and functioning of STC's office facilities, equipment, and assets.
- Coordinate with relevant authorities to submit applications, letters, and other required documents.
- Ensure the security and upkeep of both office and project-owned property.
- Assist the Dean with delegated responsibilities.
- Perform any additional duties assigned by STC dean or organization that contribute to the college's mission and operational success.

Commitments and Requirements

- Hold at least a diploma degree or bachelor's degree with a minimum of 1 year working experience in administrative management, Education and other related fields.
- Must be able to speak at least one Karenni ethnic language, plus Burmese and English.
- Good interpersonal skills and maintain good relationships 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 deadlines.
- Prioritize important tasks and manage time effectively.
- Must be computer literate. (Microsoft office)
- Must be flexible with working hours based on work requirement.
- Willing to travel and stay overnight outside of the duty station.
- Ability to drive motorbikes (valid driving license-if possible)
- Aware of local and cultural norms and etiquetee.
- Show respect to local beliefs and cultures.