



SEH THEH COLLEGE

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ဆယ်သဲ ကောလိပ်

Vacancy Announcement for Boarding House Master

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: Boarding House Master

Project: Seh Theh College

Report to: Dean

Duration: One years contract

Employment Type: Full Time

Duty Station: Karenni State & Thai-Karenni Border

Application Deadline: ASAP

Roles and Responsibilities:

- Monitor and ensure the safety, health, and welfare of all boarding students.
- Maintain a visible presence in the boarding houses, particularly during evenings, weekends, and key transition times.
- Enforce boarding-house rules and address behavioral issues according to the college's policies.
- Act as a mentor and role model, promoting positive behavior and mutual respect among students.
- Oversee daily routines, including wake-up times, meal schedules, study hours, and lights-out.
- Keep records of boarding house students and information and report regularly to the Dean.

- Manage minor disciplinary issues and escalate serious concerns to the Dean in a timely manner.
- Organize regular meetings with boarding students to discuss expectations, listen to feedback, and build community.
- Monitor and manage the farming and breeding activities as necessary.
- Monitor the condition of the boarding facilities and report maintenance or safety issues promptly.
- Help ensure the boarding environment is clean, safe, and conducive to study and rest.
- Coordinate with support staff for cleaning, repairs, and provision of necessary supplies.
- Communicate regularly with the Dean, Admin, Student Affairs, instructors, and parents (if necessary) regarding student well-being and discipline matters.
- Support collaboration between the boarding house and academic programs to encourage holistic student development.
- Coordinate with health organization in case of illness or emergency among boarding students.
- Perform or assist with various duties as assigned by the Dean or organization

Commitments and Requirements

- Previous experience working with young people in a residential, educational, or community setting preferred.
- 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.
- Strong interpersonal skills, patience, and ability to manage conflicts calmly and fairly.
- Ability to live on-site or maintain a consistent on-site presence as needed.
- Commitment to creating a safe, respectful, and nurturing living environment for students.
- Being flexible and ability to work under pressure to meet deadlines.
- Prioritize important tasks and manage time effectively.
- Must be computer literate.
- Effective communication skills.