



SEH THEH FOUNDATION

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Vacancy Announcement for MTB-MLE Curriculum Assistant

Seh Theh Foundation (STF) is a non-profit organization, established in 2013. It mainly helps underprivileged children, youth and marginalized communities including refugees and Internal Displaced persons (IDPs) through its education, development and humanitarian assistance programs. Collaborating with the local communities, STF ensure the accessibility of quality education in rural areas in Karenni State, Myanmar.

As STF is a local organization, STF is trying to promote MTB-MLE, local culture and tradition. Moreover, STF has been doing other educational activities such as, providing teacher training, distributing teaching and learning materials, supporting community teachers' stipends.

Job Title: MTB-MLE Curriculum Assistant

Project: System Strengthening

Report to: MTB-MLE Curriculum Manager

Duration: Two years contract

Employment Type: Full Time

Duty Station: Karenni State & Thai-Karenni Border

Application Deadline: ASAP

Roles and Responsibilities:

- Attend workshops, training sessions, and other meetings related to the MTB-MLE program and professional development.
- Actively participate in MTB-MLE awareness activities.
- Travel to the project areas if required for curriculum development.
- Actively involved in leading and organizing workshops and training sessions related to curriculum development.
- Assist in textbook development, such as designing images, writing short stories, creating music and assisting with word typing and word decoding processes.
- Assist in the process of reviewing the curriculum, ensuring content accuracy, cultural relevance, and educational effectiveness.
- Assist in editing and proofreading textbook drafts to ensure clarity and quality.

- Provide suggestions and assist in the layout design process to ensure the textbooks are visually appealing and easy to navigate for young learners.
- Assist in developing and implement assessment tools to monitor the effectiveness of the MTB-MLE curriculum and to track student progress.
- Support the preparation of reports and updates on the progress of textbook development.
- Assist in the organization and maintenance of project documentation and files.
- Perform other related duties, as required by STF, to achieve the organization's goals.

Commitments and Requirements

- At least hold diploma degree or completed high school.
- Working experiences or volunteer work related education.
- Fluently speak, read and write Kayah language, plus Burmese and basic English
- Have knowledge of MTB-MLE system.
- Support MTB-MLE system and willing to promote ethnic languages
- Basic computer skills (Microsoft Office - Word, Excel and PowerPoint).
- 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 obliged to follow the termination policy in case of contract termination.
- Willing to build self-capacity and self-motivation and have good manners.
- Interesting in arts or entertainment (music, drawing, creating stories and dramatic performance)
- 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 etiquettes.
- Show respect to local beliefs and cultures.
- Basic local knowledge around Education.