



SEH THEH FOUNDATION

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Vacancy Announcement for Teacher Trainer

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: Teacher Trainer

Project: System Strengthening

Report to: Training Manager

Duration: Two years contract

Employment Type: Full Time

Duty Station: Karenni State & Thai-Karenni Border

Application Deadline: ASAP

Roles and Responsibilities:

- Lead, work and collaborate with community, parents, teachers and education stakeholders for designing and delivering teacher trainings and school leadership and management trainings.
- Facilitate and work with teams for effective teacher trainings.
- Provide ongoing support for teacher professional development.
- Actively participate in designing effective teacher training programs and manage training sessions.
- Provide an efficient and timely service for the ongoing training development, ensuring training materials are met.
- Must fully attend every workshop, meetings related training program.
- Collaborate with curriculum team and help developing MTB-MLE curriculum process.
- Liaise with training manager and coordinator to determine training needs and schedule the training sessions and ensure the training program's effectiveness and success.
- Be responsible for organizing and monitoring the progress of training activities.

- Working to ensure the training has the appropriate resources available to meet the requirements of MTB/MLE implementation.
- Working actively to develop and continuously improve the training of learning resources available to trainees.
- Gather feedback from teachers after delivering teacher training and make evaluations and identify the needs and improvement.
- Select appropriate training methods or activities (e.g. simulations, mentoring, on-the-job training, professional development classes)
- Must report to related supervisors and STF Senior Management Team in case of encountering any difficulty in performing duties.
- Perform other related duties, as required by STF, for the purpose of achieving organization's goal.

Commitments and Requirements

- Hold at least a diploma degree with a minimum of 2 year teaching or training working experience in related fields.
- Must be able to speak at least one Karenni ethnic language, plus Burmese and intermediate 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 and excel)
- 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.
- Basic local knowledge around Education.