



SEH THEH FOUNDATION

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Vacancy Announcement for Gender Equality, Disability, and Social Inclusion (GEDSI) 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: GEDSI Assistant

Project: System Strengthening

Report to: GEDSI & CSG Manager

Duration: Two-Years contract

Employment Type: Full Time

Duty Station: Karenni State & Thai-Karenni Border

Application Deadline: 27 May 2026

Duties and Responsibilities

The GEDSI Assistant will be responsible for assisting GEDSI & CSG manager. The GEDSI Assistant provides administrative, coordination, and technical support to integrate gender equality, disability inclusion, and social inclusion principles across project activities. The role assists with data collection, stakeholder engagement, training coordination, reporting, and monitoring of GEDSI-related initiatives to ensure compliance with organizational and donor requirements.

- Assist in implementing GEDSI action plans and activities.
- Assist in organizing GEDSI awareness training for STF Staff and teachers in schools (both Border side & Karenni side)
- Help with preparation of materials, participants, coordination for the GEDSI-related workshops and trainings.

- Support the development of Child Functioning Module (CFM) by assisting with data collection, documentation and coordination with education and MEAL teams.
- Assist in gathering and compiling information for reviewing and updating GEDSI guideline development.
- Coordinate with local authorities, CSOs, OPDs (Organizations of Person with Disabilities), and community stakeholders.
- Help monitor and document GEDSI activities, challenges, and achievements.
- Support the design and implementation of activities that promote gender equality, disability and social inclusion and rights of person with disabilities and marginalized groups.
- Assist in developing and applying GEDSI monitoring tools and questionnaires.
- Maintain regular communication with partners under the guidance of manager.
- Participate in all STF-implemented activities to ensure cross-cutting issues are properly addressed and monitored.
- Maintain GEDSI records, participants list, and activity documentation.
- Prepare basic activities reports for submission to the GEDSI & CSG manager.
- Promote safe, respectful, and inclusive working environments.
- Perform other related duties assigned by the Manager.

Requirements and Commitments

- Hold at least a minimum college diploma or relevant certificate with 1 year of relevant experience.
- Must be able to speak at least one Karenni ethnic language, plus Burmese and basic 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.
- Must have a clear background with no record of child abuse or related offenses.
- Must demonstrate a strong commitment to STF's safeguarding and GEDSI principles.
- 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.
- Basic computer literacy (MS word, Excel & PPT)
- Willing to travel and stay overnight outside of the duty station.
- Ability to drive motorbike (with valid driving license preferred)
- Aware of local and cultural norms and etiquette
- Show respect to local beliefs and cultures.