SEH THEH FOUNDATION
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Vacancy Announcement for Internship

STF is a non-profit organization, founded in 2013 with the mission for providing education to underprivileged children, youth and marginalized communities including refugees, migrants and Internally Displaced Persons (IDPs) in Karenni State and as well as on Thai-Myanmar border. STF is a local organization and by working closely with the community it has been promoting MTB-MLE by developing learning materials with local language and collaborating in curriculum development with the Karenni Education Department (KnED) and Interim Executive Council (IEC) Education Department. It is also collaborating with other local education organizations in order to provide education more effectively. In addition, STF also established and operated two learning centers, higher education programs, named Seh Theh College (STC) to produce empowered young adults for the greater advancement of their community and Dee Ku Education Center (DEC), GED preparation and life skills course. Both of these schools are running on the Thai-Myanmar border.

In order to ensure the children, have access to the quality education, STF has been focusing on the education system strengthening. It has been developing MTB-MLE curriculum, implementing educational activities including teacher training, school leadership trainings, providing teaching and learning materials, teacher stipends, parenting education, monitoring schools, mobile education programs such as coaching and mentoring teachers, school construction, school nutrition programs and education in emergency (EiE) assistance supporting students and schools being attacked by the airstrikes, bombings or landmines.

STF and the IEC (Karenni State Interim Executive Council) Education Department have cooperated to provide educational services in Karenni State. These services include school visits, providing teacher stipends, online education consultation meetings, and on-ground education consultation meetings. We plan to continue this cooperation to develop the IEC strategic plan, conduct online and on-ground education stakeholders consultation meetings, and hold curriculum standard consultation meetings. Additionally, the STF has been working closely and collaboratively with different stakeholders at all levels including community leaders, CSOs, CBOs, and NGOs to ensure inclusive education and to develop a foundation for a federal education system in Karenni State.

Job Title	: Interns - Mornitory, Evaluation, Accountability, and Learning (MEAL)
Number of Positions	**:** 5 Positions
Location	**:** Nai Soi, Thailand
Contract Duration	**:** 7 months (November 2026 to May 2027)
Employment Type	: Full-Time
Reports to	**:** MEAL Officer
Application Deadline	**:** 28 October 2026
Email to	**:** hr@sehthehfoundation.org

Job Purpose

To support the MEAL team in accurately entering, cleaning, and managing education data into the Education Management Information System (EMIS) under the guidance of the MEAL Officers and to assist with routine monitoring, verification, and accountability workflows.

Key Responsibilities

- Data Entry & EMIS Management (Educational Data Management):
    - ✓ School & Community Level Data: Process, digitize, and maintain comprehensive records from IEC School Registration forms, School Material/Infrastructure Requests, Township Education Officer Field Assessment Logs (မြို့နယ် ပညာရေးမှူးများ ကွင်းဆင်းလေ့လာရေး ပုံစံ), School Support tracking forms, SMC Member profiles, SMC Meeting Record Books, and Academic Year-End Reports to ensure an updated school database.
    - ✓ **Teacher Level Data:** Systematically enter and update Teacher Registration forms, Employment Contracts, Academic Year Teacher Profiles, Training Attendance & Evaluation logs, Leave Application forms, Exit Requests/Notices, Monthly Stipend Payment receipts, and Teacher Feedback forms into the EMIS (Excel).
    - ✓ **Student Level Data:** Accurately log Student Registration & Enrollment forms, Disability/Difficulty Assessment forms, Transfer Requests/Letters, Daily/Monthly Attendance Records (အတန်း တက်ရောက်မှု မှတ်တမ်း), Leave forms, Demographic/Data Update requests, Academic Completion Certificates, Safety/Incident Reports, Warning Notices, and Student Dropout/Exit Notices.
    - ✓ **Data Quality & Maintenance:** Perform routine data cleaning, cross-check paper forms against digital entries to correct errors or missing fields and ensure strict file archiving (both cloud-based and local folders) following STF's data security protocols.
- Monitoring & Verification Support:
    - ✓ Assist the MEAL Officer in cross-checking teacher stipend distribution logs, and learning material delivery records against project targets and baseline data.
    - ✓ Record verification results and report any issues to the MEAL Officer.
    - ✓ Help summarize project data and prepare simple charts and tables for Indicator Tracking Tables (ITTs) and project progress reports.

Qualifications & Requirements

- Final year student or recently completed a diploma or degree in Information Technology, Computer Science, Education, Data Management, Social Science, or a related field.
- Basic knowledge of Microsoft Excel, Google Sheets, or other data-entry tools. Experience with KoboToolbox is an advantage but not required.
- Interested in learning data collection, data entry, data cleaning, basic analysis, and MEAL-related tasks.
- Willing to follow STF's data protection, confidentiality, and child safeguarding procedures.
- Organizational Skills: Able to organize files and data carefully, follow instructions, and complete assigned tasks on time.
- Willing to work collaboratively with the STF team and interested in supporting community-based education and IDP communities in Karenni State.
- Able to communicate in Myanmar language. Basic English and knowledge of local languages are an advantage.
- Willingness and ability to travel to project areas and field locations as required for data collection, monitoring, and other MEAL-related activities.
- Computer Requirement: Must have a personal laptop/computer and be able to use it for data entry, reporting, and other assigned MEAL tasks.

Learning Opportunities and benefits

During the internship, the intern will have opportunities to:

- Develop practical skills in education, data management and data quality assurance.
- Understand basic monitoring and verification processes within education projects.
- Gain experience in preparing data summaries, tables, charts, and indicator tracking information.
- Learn how the MEAL function supports project implementation, accountability, and evidence-based decision-making.
- Receive guidance and feedback from the MEAL Officer to support professional development.
- Will receive benefits and allowances from the organization in accordance with its policies.

Noted: Interested candidates are requested to send their CVs and cover letters to the email address provided. Only shortlisted candidates will be contacted.