

JOB ANNOUNCEMENT

11th February, 2014

Title of the position:	Subject Matter Expert (SME): Instructional Designer
Organisation:	Thabyay Education Foundation
Programme:	Curriculum Department
Job location:	Yangon, Myanmar
Reports to:	Programme Manager
Duration of Contract:	12 months (renewable)
Type of Contract:	Part time and Consultancy basis
Salary:	Negotiable

Job summary:

Design and develop adult appropriate learning materials in simplified English as determined by departmental needs.

The person appointed will be part of a new team working on new exciting projects as well as reviewing Thabyay's well established learning material sets eg "Think English". There will be advanced training on curriculum development techniques and team building through an initial residential experience. This post involves a mix of full time, part time and periods of no activity so will suit people with flexible lifestyles and work commitments.

Key responsibilities:

- Develop learning materials based on the needs of the Curriculum Department
- Meet all scheduled deadlines as determined by the Curriculum Department

Tasks:

- Develop adult appropriate learning materials as determined by departmental needs
- Develop teacher workbooks as determined by departmental needs
- Develop teacher lesson plans as required by the materials
- Provide advice on learning materials development

Experience, qualifications and attributes

The ideal candidate should have the following:

- A Bachelor Degree or post graduate qualification in their area of expertise
- Experience in developing and writing learning materials
- Ability to establish and maintain good personal communication and effective relationships with team and colleagues
- Competent in use of Microsoft Office including Word, Excel and Power Point
- High level of skill in reading, writing and speaking English



inspire · empower · enable

Application Process

Citing the reference “**SME - Instructional Designer**”, applicants should send their CV and cover letter expressing their suitability and interest in the position to hr@thabyay.org; Operations Director. Kindly note that this job announcement will be open and the applications will be assessed on a rolling basis until a suitable candidate is identified.