

JOB ANNOUNCEMENT

11th February, 2014

Title of the position:	Subject Matter Expert (SME): Editor
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:

To develop proof read and edit documents as directed by the Programme Manager. 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:

- Meet all scheduled deadlines as determined by the Curriculum Department and agreed at project commencement
- Ensure materials meet the reading needs of the student

Tasks:

- Proof read and edit learning as directed by the Programme Manager
- Review materials format
- Check materials for readability

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 proof reading and editing 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



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Application Process

Citing the reference “**SME - Editor**”, 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.