

JOB ANNOUNCEMENT

11th February, 2014

Title of the position:	Subject Matter Expert (SME): Graphic Design
Organisation:	Thabyay Education Foundation
Programme:	Curriculum Department
Job location:	Yangon, Myanmar
Reports to:	Programme Manager
Duration of Contract:	12 months (extendable)
Salary:	Negotiable

Job summary:

Lay out adult appropriate learning materials using a variety of desk top publishing applications. 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
- Ensure materials meet the reading needs of the student

Tasks:

- Lay out adult appropriate learning materials as directed by the Programme Manager
- Develop teacher workbooks as determined by the needs of the materials
- Provide advice on learning materials layout and design

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 the graphic design of 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
- Competent in the use of Adobe InDesign, PagePlus, Page Maker and Photoshop
- High level of skill in reading, writing and speaking English

Application Process

Citing the reference "**SME - Graphic Design**", 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.