

## JOB ANNOUNCEMENT

11<sup>th</sup> February, 2014

<b>Title of the position:</b>	Subject Matter Expert (SME): Teacher Training/ Training of Trainers (ToT)
<b>Organisation:</b>	Thabyay Education Foundation
<b>Programme:</b>	Curriculum Department
<b>Job location:</b>	Yangon, Myanmar
<b>Reports to:</b>	Programme Manager
<b>Duration of Contract:</b>	12 months (renewable)
<b>Type of Contract:</b>	Part time and Consultancy Basis
<b>Salary:</b>	Negotiable

### Job summary:

To review curriculum produced and produce supplementary materials to assist teachers deliver the courses outlined. To act as specialist in producing curriculum materials which train teachers to teach and trainers to train 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:

- To review and maximise learning to be achieved through the student-teacher interface within curriculum materials
- To develop materials which build the skills of teachers and trainers in various teaching styles and methodologies
- To teach teachers using materials produced as directed by the Programme Manager

### 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 - ToT**”, applicants should send their CV and cover letter expressing their suitability and interest in the position to [hr@thabyay.org](mailto: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.