

JOB ANNOUNCEMENT:
(Consultancy based pool of specialists - 6 posts)

11th February, 2014

Title and number of the positions:	Subject Matter Expert (SME): English (2), Social Studies (2), Basic Computing (1), Human Rights (1)
Organisation:	Thabyay Education Foundation
Programme:	Curriculum Department
Job location:	Yangon, Myanmar
Reports to:	Programme Manager
Duration of Contract:	As agreed on a consultancy by consultancy basis
Salary:	Negotiable

Job summary:

Develop adult appropriate learning materials in simplified English as determined by departmental needs in one or more of the following areas: English (grammar, reading, and writing) social studies, Basic Computing, or Teacher Training. An ability to cover any of the following as additional areas of expertise would be desirable; sustainable development/environmental issues, disability rights and awareness, hospitality training.

The persons appointed will form 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. These posts involve a mix of full time, part time and periods of no activity so they suit people with flexible lifestyles and work commitments.

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

Key responsibilities:

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

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



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Application Process

Citing the reference "**SME - Name of subject**", 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.