

## Vacancy Announcement

Ref: MAUK-VA-013/2018

<b>Post</b>	<b>Education Officer</b>
<b>Location</b>	Kyauk Taw , Rakhine State
<b>Starting Date</b>	As soon as possible
<b>Duration</b>	One Year Extendable Contract (Probation Period 3 months)
<b>Report to</b>	Education Team Leader
<b>Vacancy Opening Date</b>	Aug 7, 2018
<b>Vacancy Closing Date</b>	Aug 21, 2018

MA-UK is an international non-profit non-governmental organization registered in Myanmar. We have been delivering aid to Myanmar since 2012. Our organization has been providing vital emergency assistance and long-term development projects to thousands of people in dire need of humanitarian assistance throughout Myanmar each year. Our areas of work include Education, Livelihood, WASH (Water, Sanitation & Hygiene), and Emergency Response.

### Purpose of the position

Education officers will help to organize and encourage participation in local educational programme, such as literacy, numeracy and computing classes. They usually focus on areas with high levels of unemployment and social deprivation.

### Job Description

- Liaising with relevant community groups and establishes student groups.
- Provide individual and small group counselling based on student needs.
- Oversee the supervision of supported Education Class Centre and ensure that classes in supported schools and ensure that monitoring tools including class registers, teacher attendance records books are used consistently and accurately on daily basis.
- The Education Project Officer will also ensure that teachers prepare relevant lesson plans, schemes of work and lesson notes with the objective of attaining quality outcomes.
- Establishes clear objectives with partner and refugee education teams and individuals to support and monitor progress and performance.
- Work with students to develop skills, such as organization, time management, and effective study habits.
- Collaborate with teachers, administrators, and parents to help students succeed.

- Help students understand and overcome social or behavioral problems through individual and group counselling.
- Provide individual and small group counselling based on student needs.
- Helping individuals to control their own learning.
- Working with individuals to create learning plans
- Encouraging and influencing the development of new learning opportunities through formal and informal classes as well as individual tutoring and mentoring
- Community capacity building through supporting the development of community or local voluntary groups
- Identifying the training needs of local volunteers and providing for them
- Undertaking the administration and evaluation of provision and reporting to advisory bodies and management groups
- Managing staff and volunteers and dealing with team training
- Perform other duties assigned.

### Essential Skills

- Bachelor degree in relevant field.
- A minimum of 3 years of experience in similar roles specifically in education and development programs.
- Excellent personal communication skills, in written and verbal English.
- Able to work under pressure and to meet deadline
- Analytical and problem solving skills
- Work with multi-culture environment
- Expert in MS application( Word, Excel, and PowerPoint )

**Application should be sent to [hr@mauk-myanmar.org](mailto:hr@mauk-myanmar.org)  
no later than 17:00PM, Aug 21, 2018**

**Only shortlisted candidate will be contact, and inability to reply for phone queries.**

Equal Opportunity &  
Diversity Employer