



24 April, 2024

**JOB ANNOUNCEMENT**  
**Community Leadership and Social Science Instructor**  
**(# 04/ 2024)**

The Community Leadership & Research Institute (CLRI) is an education program under Thabyay Education Foundation, dedicated to enhancing the capacity of young people in Myanmar to contribute to a more peaceful and just society. To achieve this mission, CLRI provides high-quality education and training in three core areas: social studies, management and leadership, and research. We seek to achieve this through knowledge creation, innovative learning, and opportunities. We are inspired to create far-reaching transformations through education and professional development for the marginalized people of Myanmar. CLRI is currently seeking a motivated, dedicated, and qualified candidate to fill the following position.

**Title of the position:** Community Leadership and Social Science Instructor  
**Program:** The Community Leadership & Research Institute  
**Job Location:** Myanmar (Yangon preferred, remote possible)  
**Reports to:** Program Manager  
**Number of Position:** 1 position (Full time)  
**Duration:** One year (Extendable)  
**Application Deadline:** 19<sup>th</sup> May 2024  
**Starting Date:** 1<sup>st</sup> July 2024 (Potential for early recruitment)

*(Note: The work schedule for this position may include weekends based on program needs)*

**Job Purpose:**

The Community Leadership and Social Science Instructor who will be working at the Community Leadership & Research Institute (CLRI) will play a pivotal role in students' success within the program and in attaining its objectives and goals. The instructor's responsibilities include teaching which is mostly online instruction of community management and leadership, and social studies courses offered by the institute, as well as mentoring students to help them realize their full potential. Additionally, occasional support to the Program Manager may be required to ensure the smooth operation of program activities.

**Key Responsibilities:**

- Teach courses on community management and leadership, and social studies during various terms of the program, as assigned by the Program Manager.
- Deliver a minimum of 12 hours and a maximum of 25 hours of teaching, including lesson planning, and with the possibility of additional hours for mentoring students, extra-curricular, and co-curricular activities depending on program needs.
- Prepare weekly lesson plans and learning resources and modify accordingly throughout the year to meet set learning outcomes and program objectives.
- Participate actively, under the supervision of the Program Manager, in the development and update of curriculum, syllabi, lesson plans, learning materials and assessment system.



- Conduct continuous assessment and maintain grade books and records of students' progress and development, and provide appropriate and timely feedback to the students and supervisors.
- Participate in the student recruitment process.
- Monitor and manage student behavior and participation on the e-learning platform and on Zoom.
- Work with teachers and the Program Team to address students' behavioral, academic, and other problems.
- Share responsibility with administrative and program staff for student safety and security.
- Participate regularly in the CLRI team meetings.
- Perform other school administrative tasks as needed or assigned.
- Mentor and guide students assigned to you as mentees.
- When needed, join students on virtual field trips, supervise, help and participate with the organization of school functions, and serve as supervisors for extracurricular activities.

#### **Experience, Qualifications and Attributes**

- Bachelor's degree or Master's degree (preferred) in Education, Social Sciences or relevant fields
- Previous experience in working with youth from diverse backgrounds
- Ability to adapt teaching methods to meet diverse learning needs.
- Previous experience in teaching community management, leadership, social economics or social studies courses preferred.
- At least 2 years of teaching experience in the relevant fields (online teaching experience is a plus).
- Have good computer and technical knowledge and skills related to online teaching (ZOOM, Power Points, Microsoft, e-Learning Platform).
- Sound understanding of the current situation in Myanmar.
- Excellent oral and written communication skills in English and Myanmar languages.
- Great interpersonal skills, well-organized and self-motivated.

#### **Application Process:**

Citing the reference “**Community Leadership and Social Science Instructor**”, applicants should send their CV and cover letter expressing their suitability and interest in the position by **19<sup>th</sup> May, 2024** to [recruitment@thabyav.com](mailto:recruitment@thabyav.com).

**Note: Applications will be reviewed on a rolling basis and candidates are encouraged to apply as early as possible.** Only shortlisted candidates will be notified of their progress. Shortlisted candidates will be required to provide at least two professional references.