



(VCC/SB/006 -2020/MWD) Vacancy Announcement

Date: 14 August 2020

Project Background

Sustainabridge (SB) is an International Development NGO, founded in 2019 and governed by Japanese Law, working at field level to provide sustainable development by encouraging Myanmar people's own effort in collaboration with The Nippon Foundation. SB is currently seeking motivated person who has qualification and experience to implement our activities, SB carry out Vocational Training School Project in Hpa-an and Lay Kay Kaw Townships, Kayin State in order to develop local community, by assisting the youth to enhance their capacity and Job opportunities, through 4 courses. (Construction, Electricity, Auto-Mobile, Welding)

Teams of Reference

- Post Title : Chief Instructor (Electrical Course)
- Number of positions : (1)
- Duty Station : Myawaddy, Kayin State
- Report to : Admin/Training Coordinator (First), Deputy Project Manager
(Second)
- Probationary period : 3 months
- Starting Date : 1st October 2020 (negotiable)

Main Responsibility

The Instructors in the Training School is to provide the trainees with the useful skill and knowledge to obtain a job in the related field to the course. To accomplish the purpose, all instructors will utilize their talents, skills, and abilities in a coordinated and consistent team effort.

Electrical course mainly provides the Knowledge and Skill of **(Building Wiring, Transformers, and Motor control for 3 months.)**

Major Responsibilities and Duties

- The Electrical Course Chief Instructor:
 1. To develop the systematic and effective curriculum and teaching materials (Textbook, Handouts, etc.) for the course, and review and modify it timely to meet job needs (when it is necessary).
 2. To develop the teaching plan, and to make assignment of assistant instructors with the discussion.
 3. To teach and supervise both theoretical and practical class for Electrical course trainees in effective way.
 4. To arrange and maintain necessary tools, equipment, and materials for the course (both theoretical and practical class) in advance to meet or exceed the "Course Outcomes" with the cooperation of Logistics Officer. And make the inventory list of the course to control all properties.
 5. To make budget plan of the course and control the expense in collaboration with finance team.
 6. To make the job opportunity list for graduate-trainees to assist their employment.
 7. To keep proper records of received and issued items for the course.
 8. To conduct mid and final exam and other duties related to school operation.
 9. To maintain consistent performance when dealing with all trainees with respect to grading, documentation, and discipline.

10. To provide Admin / Training Coordinator with regular feedback relative to class and trainees' progress and/or problems, and monthly progress report.
11. To provide the trainees with timely information and feedback on their progress relative to tests (examinations), and homework. Also, to respond trainees' requests mentioned in the weekly evaluation sheet in timely manner after close consultation with other Instructors including Deputy Project Manager and Admin / Training Coordinator if it is necessary.
12. To participate in checking trainees for absence, sickness, and taking necessary actions as required for the Training School.
13. To maintain an overall trainee attendance rate, and record trainee's participation in school activities such as cleaning, gardening, helping, etc. of trainees.
14. Organize and supervise On the Job Training outside job site for ex-trainees and current trainees
15. To let trainees, keep the school rules and regulations. If found violations, take necessary actions.
16. To participate in monitoring activities on ex-trainee's job condition, Visiting Lectures, and Study Tour arranged by the training school, and in meetings held for school management and training programs.
17. To fix and reinstall the building wiring system and electrical facilities of the training school.
18. To perform any other duties assigned by Supervisor.

Qualification and skills required

- Graduate with qualification engineering in the construction field of study.
- A minimum of five (5) years working experience in construction field (including Design, Estimation and Drawing).
- Good computer skills in Microsoft Words, Excel, and PowerPoint, also Myanmar language typing.
- Fluent in local language Sakaw Karen (both written and Oral) is an asset.
- A high command of English language (Spoken/ Written) is an asset.
- Good health condition.
- Experience in UN/INGO is an asset.
- Good communication skills and high motivation for education.
- Cooperative in the team.

All interested and qualified persons are requested to submit the application with updated CV and passport photo to the address below **not later than 15th September 2020**

- **Sustainabridge, Myawaddy office,**
No. (50), 43 Road, 1st Quarter, Lay Kay Kaw New Town, Myawaddy Township, Kayin State.
Tel: 09-889431818, 09-788969975
Email - sustainabridge.mwd@gmail.com

Note: Only short-listed candidate will be contacted for subsequent test / interview.