



(VCC/SB/008-2020/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 : Assistant Instructor (Electrical Course)
- Number of positions : (2)
- Duty Station : Myawaddy, Kayin State
- Report to : Electrical Chief Instructor
- 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 Assistant Instructor:
 1. To assist Chief Instructor in developing 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 with the guidance of chief instructor.
 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 to assist Chief Instructor in making the inventory list of the course to control all properties.
 5. To make the job opportunity list for graduate-trainees to assist their employment.
 6. To keep proper records of received and issued items for the course.
 7. To conduct mid and final exam and evaluate trainees properly.
 8. To provide the Electrical Course Chief Instructor with regular feedback relative to class and trainees' progress and/or problems.
 9. 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.

10. To participate in checking trainees for absence, sickness, and taking necessary actions as required for the Training School.
11. To maintain an overall trainee attendance rate, and record trainee's participation in school activities such as cleaning, gardening, helping, etc.
12. Organize and supervise On the Job Training in job site outside for ex-trainees and current trainees
13. To stay over the night in the school compound to control the trainees at night, in the rotation system.
14. To let trainees, follow the school rules and regulations. If found violations, take necessary actions.
15. 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.
16. To fix and reinstall the building wiring system and electrical facilities of the training school.
17. 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 three (3) years working experience in Construction Site as Site Engineer or Supervisor.
- Good computer skills in Microsoft Words, Excel and PowerPoint, and Myanmar language typing.
- Fluent in local language Sakaw Karen (both written and Oral) 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.