

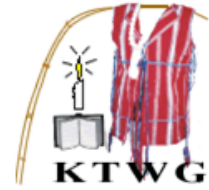
## **Job Vacancy Announcement: In-Service Program Officer**

Organization: Karen Teacher Working Group

Location: KTWG Office and Hoe Kay (Training Centre)

Deadline: 17<sup>th</sup> May, 2024

Report to: Program Coordinator



### **About the Organization**

KTWG is a leading education-focused organization committed to improving learning outcomes for all children. We work to empower teachers, schools, and communities to provide quality education and create positive learning environments.

### **Position Overview**

KTWG is seeking an experienced individual to join our team as an In-Service Program Officer. The In-Service Program Officer will play a key role in planning, implementing, and evaluating professional development programs for in-service teachers.

### **Responsibilities**

- Serve as a focal point and maintain regular communication with Mobile Teacher Trainers.
- Work closely with the In-Service Program Coordinator and Manager to design and develop training programs for teachers based on identified needs and priorities.
- Monitor and evaluate the effectiveness of the programs, making recommendations for improvement.
- Conduct training sessions, workshops, and other professional development activities for Mobile Teacher Trainers.
- Provide support and guidance to Mobile Teacher Trainers to enhance their professional skills and knowledge.
- Collaborate with external partners and stakeholders to enhance the quality and effectiveness of the programs.
- Prepare quarterly activity reports and assist in the preparation of donor reports.
- Assist Mobile Teacher Trainers in preparing their narrative reports.
- Support in the preparation and logistics for Mobile Teacher Trainers Workshops.

### **Qualifications**

- Bachelor's degree in education or a related field.
- Minimum of 2 years of experience in designing and implementing professional development programs for teachers.
- Strong knowledge of instructional design principles.
- Excellent communication and interpersonal skills.
- Ability to work effectively in a team environment.
- Demonstrated professionalism, innovation, energy, creativity, and flexibility.
- Excellent speaking and writing skills in Karen, proficient in English, and good in Burmese.
- Flexible with working hours and enjoy the challenges of supporting the office.
- Proficient in Proficiency in MS Office and other relevant software.
- Strong organizational and time-management skills.

**Application Instructions:**

To apply, please submit your CV, cover letter and two professional references to-

Human Resource Officer - [hr@ktwg.org](mailto:hr@ktwg.org) and [recruitment.ktwg@gmail.com](mailto:recruitment.ktwg@gmail.com). Please include "In-Service Program Officer Application" in the subject line. Applications will be reviewed on a rolling basis until 17<sup>th</sup> May, 2024.

**Benefits:**

Local salary commensurate with experience and qualifications.

*Join our team and help us make a difference in the lives of children through quality education!*