Vacant Position: Civic and Peace Education Assistant Trainer

Application deadline: 17 March 2019
Start date: 1 April 2019
Location: Yangon + regular travels to various places in Myanmar
Contract period: 1 April 2019 to 31 March 2020, with the possibility of extension

About Mote Oo Education
Mote Oo Education is a local and community-focused organisation which specialises in training of educators, particularly in the adult education sector, and context-appropriate quality educational materials for Myanmar youth and adults. We work together with over 270 organisations and schools in Myanmar and on the Thai-Myanmar border.

About the Civic and Peace Education Department
The Civic and Peace Education Department currently works with two projects: "The Peace Education Project" and "Education and Engagement for Social Justice and Minority Rights". Both projects involve regular trainings, coaching and other forms of support to partner organisations across Myanmar and on the Thai-Myanmar border. We also do additional activities beside these projects. For example, we are currently developing new training materials on social cohesion and peacebuilding.

About the Vacancy Contract
Mote Oo Education offers a full-time (40 hours/week) 12-month contract for the vacant position as Civic and Peace Education Assistant Trainer. The Civic and Peace Education Assistant Trainer will work as part of a team in the Civic and Peace Education Department.

Mote Oo Education offers a monthly net salary of 450,000 Myanmar Kyats (MMK). Due to budget limitations, this salary rate is non-negotiable. Mote Oo Education covers travel, accommodation, per diem and activity-related costs during travels in work. Mote Oo Education also offers a physical working place at our Yangon office.

About the Civic and Peace Education Assistant Trainer Position
The Civic and Peace Education Assistant Trainer will:

- Provide administrative and logistical help in connection to civic and peace education trainings.
- Co-facilitate civic and peace education trainings and proactively use this work as a capacity-building opportunity.
- Participate in capacity-building activities related to social cohesion with the aim to facilitate social cohesion trainings to partners in the future.
- Assist with basic financial reporting.
- Participate in internal communication and meetings within Mote Oo Education.
- Assist with other work tasks as required.

Our Vision: All peoples of Myanmar can access quality inclusive education.
Criteria
We expect the successful candidate to:

- Be able to communicate fluently in Burmese and very well in English language.
- Be familiar with, or adept to learn how to use, standard software programmes and online tools, such as the Microsoft Office suite, Gmail, Google Calendar and Facebook.
- Be able to work systematically and independently with administrative and logistical tasks (e.g. travel planning, booking of training venues and accommodation, etc.)
- Have a very strong interest in and ideally some experiences in designing, planning, preparing and facilitating trainings and workshops – preferably in the topics of civic education, peace education or social cohesion.
- Be able to travel frequently and to accept modest living and working conditions during travels.
- Respect diversity and be capable of communicating and working with many different actors.
- Be responsible and reliable, as a colleague and toward partner organisations and communities we work with.

Other desired qualifications:

- Fluency in other languages spoken in Myanmar.
- Basic knowledge of project management.
- Have a basic understanding of budgeting and documentation of project expenses.

We understand that candidates may not have experiences and qualifications that meet all criteria above. We therefore strongly encourage interested candidates to apply for this position, as many experiences and skills can be acquired through practical work. We believe in life-long learning and want to be a working place enabling personal and professional development.

How to Apply
Please submit a short resume or CV, including relevant experiences, and a brief personal letter, to Angelika Kahlos, Civic and Peace Education Manager at Mote Oo Education, at latest on 17 March 2019. Applications are sent to angelikakahlos@gmail.com and please write “Application: Civic and Peace Education Assistant Trainer” in your email subject line. For questions regarding this vacancy, please email to the above email address or phone +95 94549 77789. Applications will be reviewed and candidates will be contacted on a rolling basis, as applications are received. We may fill the position before the application deadline.