



# MINMAHAW SCHOOL

POSITION VACANT

## **School Assistant General Manager**

Contract period:

**Initial Term One Year**

(There is potential to extend this position)

**Starting Date: March 2016(Negotiable)**

With a probation period of 1 month

**Conditions:**

The successful person will be required to live on site

Minmahaw School, Htong Htaung Village, Mae Sot

**Salary and benefits are negotiable**

**Applications are for this position is now open**

**And will be accepted until the closing date, Thursday 10<sup>th</sup> March, 2016**

### General Description Position

The Minmahaw School Assistant General Manager, in consultation with the General Manager and Principal, will coordinate and manage the day to day school program to support the program, teachers and students.

The Minmahaw School Assistant General Manager is a key member of the school management team. They will provide school leadership, including administrative management and support for all teachers, management and students. Supervision of the Management team is the primary focus of this position.

Send your written application to Minmahaw School either by hand, marked **Attention Wai Nyi Nyi** or, by email to [wainyimef@gmail.com](mailto:wainyimef@gmail.com).



## ***Your application is to include***

- Covering letter
- Resume/ CV

And it will address the following Duties and Responsibilities

## **Specific Duties & Responsibilities**

### **(1) Management**

- Arrange and participate in management meetings and record meeting minutes.
- Communicate minutes to management and teaching teams.
- Participate in the development of school programs and support needs

### **(2) Teachers**

- Coordinate and supervise the school management team to assist teachers and students.
- Assist teachers with materials and teaching aids.

### **(3) Students**

- Assist students with boarding and study matters.
- Assist students in all areas of health, personal, and security issues.
- Maintain educational records of students.
- Work with management, teachers, and students to maintain day to day discipline
- Assist in developing appropriate student selection criteria and recruitment of students

### **(4) Finance**

- Provide support to Administration Manager with daily finance and administration of the program.
- Prepare monthly accounting report to funders, management and other interested parties.
- Work with the finance team to prepare annual budget of program.
- Supervise the maintenance of all school facilities, records and inventories
- Assist in fundraising activities for school and maintain relationships with potential funders.



# MINMAHAW SCHOOL

## (5) Community Involvement

- Liaise with Htong Htaung Village Chief and the local Thai community leaders
- Develop programs and opportunity to work with the local Thai community
- Communicate and maintain relationships with the local Burmese community.
- Coordinate and prepare for school functions and visitors to school

## (6) Knowledge, skills & abilities:

- Speak and write English at an intermediate level or above.
- Able to communicate efficiently and effectively both orally and in writing with a variety of people and organizations
- Experience and knowledge of: Micro Soft Word and Excel,
- Able to work independently under minimal supervision.
- Skill in solving problems and decision making.
- Able to prioritize ongoing and new projects.
- Able to ride a bicycle and/or motor cycle
- Interest and/or experience in working in a fast-paced and energetic work environment
- Able to act in positive manner

**For further information contact Wai Nyi Nyi: 083 6287 507 or Dan: 094 6189 588**

**Applications are due: Thursday 10<sup>th</sup> February, 2016**

- A panel will short list applicants and conduct interviews during the week of 14<sup>th</sup> – 18<sup>th</sup> March, 2016

Minmahaw School