

POSITION VACANT

School General Manager

Contract period:

Initial Term One Year

(Possibility of contract extension)

Starting Date: **March 2018 (Negotiable)**

With a probation period of 1 month

Conditions:

The successful applicant will be required to live on site at

Minmahaw School, Htong Htaung Village, Mae Sot

Salary and benefits are negotiable

**Applications for this position are now open,
and must be submitted by 10th January, 2018.**

Applications must be in writing, and delivered to Minmahaw School, either by hand, marked

Attention Moe Saung Phwe or, by email to moesaungphwe.mef@gmail.com or

Ko Ye: ko.sanaythar@gmail.com.

Minmahaw School



Organization: Minmahaw School**(General Post-Secondary Education Program)**

Minmahaw School is a “live in “(boarding) school for disadvantaged Burmese students aged between 17 and 23 years old that have completed compulsory aged education and have demonstrated an outstanding commitment to studies and leadership. Minmahaw School was established in 2009 under the Minmahaw Education Foundation, recently renamed Education for Friendship Foundation (EFF), and is based in Mae Sot, Thailand, on the Thai-Myanmar border. The School is operating independently with volunteer teachers from around the world, and Burmese management. Our students come from different regions in Burma, refugee camps, ethnic organizations and migrant schools. The school recognizes dynamic diversity of all religious, nationality, culture and ethnic background.

Minmahaw School General Manager**Job Description/Position: General Manager**

The Minmahaw School General Manager will direct and coordinate the operation in the School. Daily responsibilities will include coordinating activities to support the school functions and students’ needs. The General Manager will serve as the senior staff member in the school and act as a resource for school leadership, providing administrative management and support for all teachers, management and students. The General Manager will also be responsible for funding and fundraising for the school. The General Manager needs to be mature, responsible, accountable, transparent and ethical.

Your application for this position is to include:

- A covering letter
- Your Resume/ CV and two references
- Your responses addressing the following Duties and Responsibilities:

Essential Duties and Responsibilities

- Plan, organize and direct all activities as required for the full implementation of school missions and objectives
- Ensure that any type of activities are consistent with the school objectives and that objectives can be met with available resources
- Ensure the school’s enrolment meets targets, budgets and timelines, according to school policies.

<http://www.minmahawschool.org>
contact@minmahawschool.org

PO Box 91
Mae Sot, Tak Province
Thailand 63110



(1) Management

- Establish systems, procedures, and effective communication methods to best meet the position's responsibilities
- Communicate minutes to management team.
- Works closely with the EFF Director and members, regarding school program and support needs

(2) Teachers

- Coordinate with school management, to assist teachers and students
- Assist teachers with materials and teaching aids
- Assist in the planning of curriculum and academic processes, and the recruitment of teachers
- Assist in the recruitment of students for each of the school's programs.

(3) Students

- Assist students with boarding matters and study materials
- Maintain educational records of students
- Assist students in different areas regarding the health, personal, and security issues
- Check first aid kits and emergency packs and stocks as needed
- Assist in developing appropriate student selection criteria and recruitment of students
- Work with management, teachers, and students in maintaining day-to-day discipline in the school

(4) Finance

- Provide support to Office Administrator with daily finance and administration of program.
- Maintain record of all school inventories.
- Responsible for bank card and record bank withdrawals from school bank card.
- Coordinate and make monthly salary payments to staff.
- Prepare monthly accounting report and monthly report to funders. Send list of receipt expenses.
- Work with the finance team to prepare annual budget of program.

(5) Community Involvement

- Attend and participate in meetings with other organizations such as BMTA, BMWEC, Suwannimit Foundation, and MEII. Report meeting outcomes to management team.
- Communicate and maintain relationships with the community

- Coordinate and prepare for school functions and visitors to school
- Assist in fundraising activities for school and maintain relationships with potential funders

Essential knowledge, skills & abilities:

- Proficiency in English, ability to work independently under minimal supervision.
- Skill in exercising initiative, resourcefulness, and sound judgment with an ability to solve problems and make decisions.
- Ability to prioritize ongoing and new projects necessary to implementing a specific organizational program.
- Skill in communicating efficiently and effectively both orally and in writing with a variety of people both internally and externally.
- Skill in continuously seeking to improve the quality of services and processes.
- Skill in relevant PC applications
- Interest and/or experience in working in a fast-paced and energetic work environment
- Ability to work with a diverse array of organizations and people.
- Skill in Organizing and coordinating consultations among diverse groups of people, including students, management and volunteers.

For further information contact:

Ko Ye: Ph – (+66) 62-931-3916 / Email – ko.sanaythar@gmail.com

Moe Saung Phwe: Ph – (+66) 63-531-2612 / Email – moesaungphwe.mef@gmail.com

Mia: Ph – (+66) 92-297-7597 / Email- principal@minmahawschool.org

Applications are due: 10th January, 2018.

A panel will short list applicants and conduct interviews during the week of 25th January, 2018.