

Hospitality & Catering Training Centre (HCTC)
Mae Sot, Thailand
ACADEMIC PROGRAM MANAGER

CONTEXT

The Hospitality and Catering Training Centre (HCTC) is a vocational training centre based in Mae Sot, Thailand. The HCTC provides education to young Karen adults from underprivileged rural communities along the Thai-Myanmar border. The Tak Border Child Assistance Foundation (TBCAF) and its partner organization, the Institut Europeen de Cooperation et Developpement (IECD) started the project in 2009 to fill the gap in educational opportunities accessible to disadvantaged youth from the Karen communities. Its mission is to promote their social and professional integration in Thai society.

Every year, the HCTC welcomes 60 to 65 border students aged 16 to 23 years old (30/35 students per year group) and trains them for 2 years in the 4 main areas of Hospitality & Catering: Kitchen, Service, Housekeeping and Bakery. To foster students' integration and independence, the HCTC provides them with useful life skills and English, enabling them to grow as responsible and caring adults who will play a role in their communities' development.

Link to Facebook: www.facebook.com/hctcmaesot/

HIGHLIGHTS

- Teaching & learning in the school (Academic planning)
- Student welfare & dorm life (Boarding school planning & maintenance)
- Recruitment Coordinator
- Technical College supervisor.
- Oversee maintenance
- Budget prioritization
- Team management

KEY RESPONSIBILITIES WILL INCLUDE :

- Ensure the quality of Education & Pedagogy at HCTC through planning continuous evaluation and teacher training.
- Ensure the design and implementation of curriculum improvements and the planning of pedagogical monitoring at HCTC.
- Support and coordinate the smooth running of academic life during the 2 years of the programme (teaching schedule, training schedule, exam planning).
- Maintain and nurture the relationship with the Technical College of Mae Sot, ensuring students benefit from the MOU agreement and receive officially recognized diplomas, with the Program Manager and School Admin.

- Ensure that the School Admin regularly liaises with key partnering educational institutions (Technical College of Mae Sot).
- In charge of all matters relating to student welfare (medical checks, family visits, school rules, etc) and those related to dorm life (dorm activities, celebrations, family meetings, etc), in close collaboration with the Center Coordinator.
- Accountable for the coordination and budgeting of the student recruitment, and regular school activities.
- Ensure safeguarding measures are implemented at all times.

TEAM MANAGEMENT

- Lead the Education team:
 - Conduct weekly team meetings with the entire Education team.
 - Conduct monthly Education reviews with the HCTC Director.
 - Design a team planning and Education-specific objectives which shall fit into the broader HCTC strategy outlined by the IECD Representative.
- Act as part of the Management committee, be part of the decision-making for the overall project and contribute to the master planning of the HCTC annual schedule.

STRATEGIC DEVELOPMENTS

- Work closely with the *regional pedagogical coordinator* to outline a relevant entry/exit profile for HCTC students and better accompany their Personal Development Plan (PDP).
- Map and identify key educational partners in Thailand or internationally - for example as part of the ASSET network - that HCTC could partner with to improve the quality of training and its network of pedagogical partners.
- Map and identify key professional partners in Thailand within innovative fields of expertise so the training keeps up to date with a fast-evolving Hospitality job market, together with the Partnership & Career Program Manager.

EDUCATION & PEDAGOGY

- Improve teaching quality at the school through planning and supervising the implementation of the competency-based curriculum, the continuous evaluation of pedagogy (through planned student evaluation cycles, class council, academic debrief, class observation), and teacher training reinforcement.
- Closely support the Center coordinator in ensuring a safe and stable school environment including a school life schedule (cleaning, maintenance, students' free time), cooking in the canteen and gardening with the support of the Center coordinator.
- Follow-up the relations with the Technical College of Mae Sot where HCTC students study through an MOU agreement with the government school, which offers an officially recognised diploma.
 - Work closely with the School Admin to ensure that all the steps to ensure students' enrolment in TC are done properly and its due time.

- Work closely with the HCTC Director and Education team to ensure the following:
 - a safe and stable learning environment including a well-managed academic schedule, and school life schedule (cleaning, maintenance, extracurricular activities).
 - that students' behaviours are supervised continuously, according to the school rules and regulations, being directly involved in student disciplinary meetings.
 - that student representative elections are organized every year
 - that meaningful student intra and extra-curricular activities are also offered regularly.
 - Careful planning of guest speakers and trainers (including budgeting)

STUDENT WELFARE AND SAFELY

- Work closely with IECD to design and implement students' personal development frameworks and best practices at HCTC.
- Review possible concerns regarding students in the management meeting and make informed decisions regarding the follow-up and team support needed on a case-by-case basis.
 - Ensure safety and rules are followed at all times.
- Work closely with the Child Protection Officer and the Education team to implement a Child Protection and Safeguarding plan at the school (safety, health, abuse prevention) ensuring that essential security and safeguarding training are delivered each year to both the students and the staff (fire, health emergency...) and sensitize them.
 - Ensure that all new instructors or pedagogical experts read and sign the IECD x HCTC Safeguarding Code of Conduct.

RECRUITMENT OF NEW INTAKES

- Set up the communication and implementation plan & budgeting and proceed to the actual sensitization actions in schools, communities and villages with the support of the Partnership & Career Program Manager.
- Proceed to the recruitment of the students including a thorough evaluation of the recruitment strategy and school's mission.

MAINTENANCE AND BUDGET

- Work closely with the Education team to list and prioritize maintenance duties at the school, especially when it involves a risk for the students' safety.
- In charge of leading with all maintenance responsibilities, together with the Management team (buildings status, toilets, water and electricity systems, etc).

REQUIREMENT:

- > Education & Academic experience (teaching, social work, pedagogical background, curriculum development, etc). An education certification will be desirable.
- > Knowledge of the Mae Sot Context and especially Karen ethnic groups along the border.
- > Management or coordination experience (2-3 years).
- > English, Thai and/or Karen language.
- > IT skills are essential.
- > Knowledge of budgeting management.
- > Able to work in with an international community.
- > A driving license is desirable.
- > Travelling will be required sometimes a year to visit the Karen villages of the students or join international conferences of the IECD.

CONTRACT CONDITIONS & BENEFITS

Local contract under Tak Border Child Assistance Foundation with full-time position and salary according to experience. New year's bonus, % depending on the organization's capacity.

12 days of annual leave + 6 bank holidays + 1 week for New Year and 2 weeks for Songkran.

Medical insurance and 1 medical check a year.

1 Meal a day during working days.

Under the supervision of the director of HCTC.

Starting date and duration: July/August 2024

At HCTC, we are committed to strict child protection and safeguarding policies that must be respected at all times. Adherence to these policies is mandatory and integral to our organization's operations.

Send your application (resume and cover letter as well as 2 professional reference contacts including email and phone number), with the reference «APM - HCTC» to nuria.domingo@iecd.org