



Thoo Mweh Khee Learning Center Vacancy Announcement

Position Title	Senior Administrator (SA)
Location	Thoo Mweh Khee Learning Center, Phrob Pra, Tak, Thailand
Reports to	The Senior Administrator (SA) shall report to the President of TMK and a representative. of GNCI

Position Overview:

The Senior Administrator (SA) is responsible for the overall management, coordination, and administration of the ThooMweh Khee Learning Center (TMK). This role involves overseeing daily operations, ensuring financial sustainability, fostering partnerships, and aligning the organization's mission with its strategic goals. The SA will work closely with TMK president and the teaching and administrative staff to provide a nurturing and empowering educational environment for migrant children, primarily of the Karen ethnic group.

Key Responsibilities:

1. Leadership & Strategic Planning:

- Oversee the implementation of the 2025-2030 Strategic Plan.
- Provide visionary leadership to foster a culture of collaboration,
- Continuous improvement, and inclusivity. o Supervise TMK leadership staff.

2. Financial Management:

- Oversee budgeting, accounting, and financial reporting to ensure transparency and sustainability.
- Identify and pursue funding opportunities, including grants, donations, and partnerships.
- Ensure compliance with financial regulations and donor requirements.

3. Partnerships & Community Engagement:

- Build and maintain relationships with local, regional, and international partners, including NGOs, academic institutions, and community organizations.
- Represent TMK at conferences, community events, and meetings to raise awareness and build support for the school's mission.
- Foster strong relationships with the MECC, NGOs, International Organizations key stakeholders and donors to enhance the school's impact.

4. Operational Oversight:

- Ensure the effective management of school operations including academic, human resources, finance, facilities, and student services.
- Oversee recruitment, training, and performance evaluations of leadership staff.
- Ensure that policies and procedures are in place and adhered to promoting a safe and supportive environment for students and staff.

5. Program Development & Evaluation:

- Support the development of educational programs and extracurricular activities that address the needs of students.
- Monitor and evaluate program effectiveness, ensuring that objectives are met and standards are maintained.
- Provide guidance and support to teachers and administrative staff in implementing best practices in education.

6. Advocacy & Policy Development:

- Advocate for the rights and needs of migrant children and promote awareness of the challenges they face.
- Stay informed about changes in policies and regulations affecting migrant education and adapt the school's strategies accordingly. o Collaborate with local and international organizations to influence policy changes that benefit the migrant community.

Qualifications:

- A Bachelor's or Master's degree in Education, Nonprofit Management, Public Administration, or a related field.
- Minimum of 5 years of experience in a senior management role, preferably in an educational or nonprofit organization.
- Demonstrated experience in strategic planning, financial management, and partnership development.
- Strong understanding of the challenges facing migrant communities, particularly those from Myanmar.
- Excellent communication, leadership, and interpersonal skills.
- Fluency in Thai and Karen languages with competency in English

Compensation:

Competitive salary and benefits commensurate with experience.

How to apply:

Interested candidates should submit the following:

1. A cover letter detailing relevant experiences and qualifications.
2. A comprehensive resume / CV.

Applications should be send to email : **globalneighbors@gmail.com** with the subject line "**Application for Senior Administration Position**"

Application deadline:

Deadline for receive applications is **March 22, 2025**.

For more information, please visit Facebook Page "**Thoo Mweh Khee Learning Center**"

We are an equal opportunity employer and encourage candidates from diverse backgrounds to apply.