

OUR VISION: Cambodian children empowered by education
OUR MISSION: To enable quality teaching and learning at school

Job Description

JOB TITLE	Teaching Development Officer- Educational Technology
ACCOUNTABLE TO	District Manager
LINE MANAGEMENT	N/A
LOCATION	Srei Snam Office with regular travels to the program area in Chong Kal District, Oddar Meanchey Province, and other offices
OPEN TO	Cambodian Applicants
EMPLOYMENT TYPE	Full-time with Unspecified Duration Contract
SALARY	Based on experience and qualifications
START DATE	01 July 2025

About StudyBeyondBorders in Cambodia (SBBC)

SBBC is a non-government organisation which is registered in Cambodia and operates in rural locations in Battambang and Siem Reap Provinces. In July 2025, SBBC will start a new program in Oddar Meanchey Province. The organisation is supported by a network of registered development organisations in Australia, the UK and Ireland.

SBBC's aim is to build capability within Cambodian education policy-making, leadership, mentoring, and training so that teachers are equipped and motivated to provide quality education to children. We are committed to supporting systemic change whereby educators are proud to work in the teaching profession and are highly respected by parents, their communities and their peers. To this end, SBBC conducts programs to mentor education leaders, upskill teachers, engage parents and communities and develop resources that together can enable the delivery of quality education to schoolchildren.

Our **Transform Education Programs** form the lead initiatives and are supported by our Shared Services platform, which enables all of our work. We seek to embed all our work at school, district, provincial and national levels.

About the Applicant

Qualifications, skills and experience – ESSENTIAL	<ul style="list-style-type: none"> - Experience or formal qualifications in teaching (primary or secondary), teaching experience at Cambodian public schools or private schools or equivalent experience or training - Qualifications and experience in technologies for education, both hardware and software - Experience working or learning in teacher development
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	<ul style="list-style-type: none"> - Experience working with NGO's or Educational Organisations
Qualifications, skills and experience – DESIRABLE	<ul style="list-style-type: none"> - Previous experience working with NGO's - IT skills, Moodle app, basic apps for Android, managing Google FamilyLink and including Google Drive and related applications, Moodle, and digital resource - Good negotiation and motivational skills - Sound communication and interpersonal skills, both written and verbal
Personal Characteristics	<ul style="list-style-type: none"> - High level of initiative, a self-starter, capable of working unsupervised - Results-oriented and keen to develop the skills of others to help achieve those results - Respected and respectful with a high level of honesty and integrity - Innovative and creative attitude to change and improvements with a willingness to share ideas and identify opportunities for improvement - People-centric and capable of building and maintaining trusted relationships - Able to communicate and collaborate with colleagues and partners - Strength and courage to challenge staff and management in respect of matters of compliance
Respect for SBBC Values	<p>Active commitment to the SBBC Development Philosophy and values:</p> <ul style="list-style-type: none"> - Respect Integrity Competency Courage Changemaker

The role

The Teaching Development Officer-Ed Tech will work directly with the SBBC's Team and program stakeholders to implement the Transform Education Program (TEP). S/he will build the capacity of SBBC program participants through training and ongoing support. S/he will also assist the program team in designing EdTech resources for stakeholders and monitor the effectiveness of implementation. The role will require performing other reasonable tasks as necessary.

Responsibilities (R) and Tasks (T)

R1: Training Program Participants

- Facilitate high-quality workshops about teaching methodologies in early grades using educational technology.
- Coordinate the communities of practice with teachers and mentors monthly and track the progress.
- Work with school leaders to appoint the focal person for EdTech and build their capacity to resolve technical challenges, ensuring technology runs smoothly and operations are not hampered.

- Provide ongoing support to teachers and mentors with various technology-related issues like tablets, projector problems, printer malfunctions, and internet or network difficulties, resolve technical challenges, ensuring technology runs smoothly, and operations are not hampered.

R2: Mentorship to Program Participants at Schools

- Meet regularly with program participants (teacher, mentor, and principals) and address issues and challenges in educational technology.
- Conduct mentoring for program participants (teacher, mentor, and master mentor) to observe, give feedback, and set an action plan for educational technology.
- Support the IT and Facilities Manager in managing the security and maintenance of the Ed Tech devices.
- Monitor the skill growth of teachers and mentors and analyse evaluations to set goals and actions for the future.
- Identify successes and challenges and communicate this to the district and project managers regularly, as well as assist with various technology-related issues like tablets, projector problems, printer malfunctions, and internet or network difficulties.

R3: Resource Development and Planning

- Assist Ed Tech project manager in designing, writing and publishing educational resources and teaching materials to support all programs and projects.
- Assist the program team with digital resources such as big books, high-frequency words, videos, lesson plans, and other educational resources.
- Collect data using tablets, projectors, Moodle, and other relevant tools to monitor and evaluate the program.
- Set a schedule for maintenance and audit all the educational technology equipment (tablets, projectors, Moodle and other educational technologies at school).
- Participate in the required training and an annual performance appraisal process, the outcome of which may result in an annual pay review.

Working at SBBC

The regular working week is 40 hours. Leave entitlements include 18 days annual leave, accessible on a pro-rata, pre-approved basis; up to 10 days sick leave; and scheduled Cambodian public holidays. Occasional weekend work may be required with time off in lieu.

SBBC is committed to protecting the rights of children and vulnerable people. The successful candidate will be offered the role subject to a Working with Children Check and acceptable references. You will also be asked to sign our Child and Vulnerable People Protection Policy and our Code of Conduct.

SBBC is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, colour, disability, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran or any other federal, state or local protected class.

Applications

All applicants must put a standard statement in their letter of application: 'I declare that I (have/have never) been charged with child exploitation or abuse offences. The charges against me were....and the results were.....'.

Applications addressing the specific requirements in this Job Description should be submitted by email to hr.cambodia@seebeyondborders.org

More information and enquiries

Enquiries about this role, or about the SBBC organisation should be directed initially to hr.cambodia@seebeyondborders.org

Further information about SBBC is available at

Web : www.seebeyondborders.org
Facebook : www.facebook.com/SeeBeyondBorders
Twitter : www.twitter.com/seebeyondborders