

Description of duties and responsibilities

- Understanding the education framework and programs and strategies that fulfill SJI's mandate to vigorously uphold, support, and promote Bhutan's balanced and holistic GNH based development approach that seeks to integrate sustainable and equitable economic development with environmental conservation, culture promotion, and good governance.
- Implementing holistic learning and education for sustainable living through LME's integrated curriculum at the Pilot Programme at Chokyi Gyatso Institute, by teaching classes and creating daily lesson plans based on the LME framework and curriculum.
- Collaborating on the design and implementation of LME's secular curriculum with LME staff, and Bhutanese and international educational experts.
- Keeping abreast of the latest issues and concepts in education within Bhutan and globally.
- Attending conferences and seminars related to LME projects, specifically the LME Mindfulness Camp for Educators, and other events as they arise.
- Partaking in teacher training and development workshops.
- Training and mentoring short-term teachers.
- Liaising with the monastic leadership, management, local government, and community.
- Looking after student welfare and facilitating necessary assistance as required.
- Working closely with LME's parent organization SJI to create opportunities with their youth engagement initiatives and helping them to fulfill all administrative and reporting duties as necessary.
- Collaborating and organizing in bringing local human resources to teach the students from time to time.
- Develop metrics for student assessment.

Knowledge, competencies and experience

- A minimum of bachelor's degree (B.Ed. /BA/B.Sc.).
- **Candidates with B.Ed. and teaching experience will be given preference.**
- A passion for education and carrying out the vision and mission of LME.
- Strong research skills: a creative and rigorous approach to information gathering and analysis, ability to understand ideas and synthesize.
- Strong understanding of all or most of the following areas: holistic education, integrated curriculum development, brain-based learning, project-based learning, mindfulness, class culture, early childhood development, active learning, sustainability and the environment.
- Knowledge and understanding of the existing education system of Bhutan.
- Good understanding of human behavior.

- Integrity, kindness and open mindedness.
- Proficiency in computer technologies and software, including internet research, video and audio editing, word processing, etc.
- Being flexible, reliable, kind, enthusiastic and self-motivated.
- Good written and verbal English and Dzongkha required, and proficiency in Tshangla-lo (i.e. sharchokpa-lo, the predominant language of East Bhutan) strongly preferred.

Conditions of work

The pilot Programme is being carried out at Chokyi Gyatso Institute (CGI) with approximately 50 monks (this figure is subject to change). CGI is a zero-waste model institute that works very closely with SJI in the areas of waste management and education.

Code of Conduct:

- Maintain the highest standard of courtesy, ethics, integrity and professionalism and always endeavor to articulate SJI principles in his daily conduct;
- Be transparent and accountable in their decisions and operations;
- Conduct themselves in strict compliance with the laws of the land;
- Declare any conflict of interest;
- Not be biased or discriminatory;
- Not use the name of SJI or LMS for his personal gain, pecuniary, kind and other form of gratification.
- Respect indigenous knowledge and custom, individual's dignity, identity, culture, faith and values.
- Not solicit or accept a gift, directly or indirectly, from a prohibited source or given because of his/her position or coerce the offering of gift or any form of gratification.
- Promote efficiency and economy in the administration and encourage creativity and cooperation within the organization.
- Refrain from unauthorized communication of information that may prove detrimental to the smooth and efficient functioning of the organization.
- Refrain from consuming psychotropic substances.
- Others as prescribed in the Lhomon Society's Articles of Association, Service Rules, Finance and Accounting Manual.

Behavioral qualities

The SJI works closely with the community. Our interactions with our communities define our roles and responsibilities. We have carefully developed a harmonious relationship with our stakeholders. All SJI employees are mandated to uphold the highest standards possible when it comes to work in the office and in dealings with community. A strong work ethics, respect for deadlines and team spirit is essential.

Terms and conditions of employment contract duration

- The candidate selected for the assignment is expected to commence work within one week after the announcement of result.
- The selected candidate will be on six months probation.
- Assignment will be for 3 years and extendable based on the performance.

Remuneration and allowances

- A salary of Nu. 15,500/- is our current pay structure but it is in the process of reviewing. Expected to rise by the end of 2019. Salary is paid at the end of every calendar month.
- Annual increment of Nu. 500 (Ngultrum five hundred) shall be given based on performance. It shall not be claimed as a matter of right.
- Five percent of the employee's basic salary shall be deducted monthly towards the Private Provident Fund scheme serviced by RICBL and accordingly She/he as to signed the agreement with employer regarding the terms and condition of PPF.
- Gratuity of one month's salary for every completed year of satisfactory service but not exceeding Nu. 300000/- (Ngultrum three hundred thousand) only shall be paid to the employee if the employee has served the office satisfactorily for at least eight years.
- Travel and Daily Subsistence Allowances will be paid as per the organization's practices.

Other conditions of contract

- The employee shall be responsible for arranging her own accommodation, medical expenses and insurance.
- The employee shall be entitled to leave as approved by the Lead Teacher or Program Director or the management. Leave shall not be claimed as a matter of right.
- The employee shall be liable for taxes as per the laws of the land.

Application requirement

Interested candidates are requested to kindly read and fill up the Job Application Form (available on www.sji.bt).

Selection criteria

- Original documents should be produced during the interview as specified in the job application form.
- Short listing will be done by the management based on fulfillment of criteria, academic performance, experience, skills and training relevant to the field.
- SJI shall create a “Selection Committee” for the selection interview, with at least one committee member from outside of the organization.
- SJI will choose to adopt one or combination of following selection methods:
 - Face-to-face interview
 - Written/practical examination
- The candidate upon selection will undertake legal agreement.