



**Karen Education and Culture Department**  
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## **KECD Job Vacancy Announcement**

Date: 15/ Dec / 21

The Karen Education and Culture Department (KECD) is looking for a committed and motivated person to join our team!

**Job Position:** Field Finance Coordinator  
**Position Level:** Operation Staff (F)  
**Work Location:** Communications Office, Mae Pa and KECD Headquarter, Thay Bay Hta  
**Job Code Number:** N/A  
**Part-/ Full-Time:** Full-Time

**Overview of the Position:** The Field Finance Coordinator works closely with the Finance In-Charge and Finance Officer in managing, processing and troubleshooting various accounts and transactions under CASE2Learn Project.

**Main Duties:**

- Preparation of budgets projections for donor proposal and agreements
- Receives and records vouchers, cash and checks.
- Performs basic office tasks, such as filing, data entry, answering phones and processing the mail.
- Ensure daily cash check and weekly reconciliation prepared and checked.
- Prepares financial reports.

*(See the Job Description on our website for more details of duties)*

**Contract Duration:** Initially 2-years, and extendable.

Payment and Benefits: A local stipend will be paid, based on skills and experience. This is negotiable depending on skills and experience. A benefits package will also be provided.

### **Application Process:**

1. Fill in the “Job Application Form”, downloadable from our website, write a letter of interest and a detailed CV.
2. Submit all documents to **Bureau of the Secretary Head** by **E-mail: kedctl@yahoo.com, post, hand** before **Monday the 3rd of January 2022**.
3. Short-listed candidates will be invited for an interview and informed of the decision.
4. It is anticipated that the successful candidate will start their duties by **Monday the 17th of January 2022**.

KECD is an equal opportunities organization and maintains a non-discriminatory principle in employing people regardless of their defining characteristics, including gender, religious belief, ethnic nationality, social status, age or disability.