



ကညီကုန်သွမ်းလၢဝဲကျိၤ  
**Karen Education and Culture Department**  
မူဒါလီၢ်လၢဟံၣ်ပနီၣ်ကွဲးဖျါ  
(Job Description)

**၁.၀- မူၢ်အိၣ်တီၢ် (Job title)- Subject Trainer (4 positions)**

1. Mathematic subject Trainer
2. Geography subject Trainer
3. Social Studies subject Trainer
4. Burmese subject Trainer

**၂.၀- တၢ်ဖံးတၢ်မၤတၢ်ပညိၣ်တီၢ်ဟံၣ် (Purpose)**

The Subject Trainer main responsibilities are to plan and deliver subjects training, leadership and management course training to school principals, and other education staff, at field levels in the districts under the supervision of the Training In-Charge. They are also responsible to carry out and participate in other Basic Education activities as assigned by the Bureau and Units Heads.

**၃.၀- မူဒါ,တၢ်ဟံးမူဟံးဒါဒီးမူဒါတၢ်မၤ (Duties, Responsibilities and Tasks)**

## ၃.၁- မူဒါနီးတၢ်ဟံးမူဟံးဒါခိၣ်သ့ၣ် (Core Duties and Responsibilities)

### Planning:

- Prepare and plan for the specific subjects' trainings at least once a year, as assigned by the Training In-Charge.
- Prepare and plan for the Leadership and Management Training, as assigned by the Training In-Charge.

### Management:

- Textbook record keeping (request form and list of textbooks) for all grades.

### Implementation:

- In cooperation with Training In-Charge, develop training materials for each subject.
- School observation and visit for the annual subject teaching plan for feedback and comment from schools.
- Assist in collecting feedback and suggestions from the specific subject trainings, and report back to the Training In-Charge.
- In cooperation with Training In-Charge, develop training materials and lesson for each Leadership and Management Training module.
- Conduct Leadership and Management Training post-assessment after 3 months period of training.
- Assist in collecting feedback and suggestions from the Leadership and Management Trainings, and report back to the Training In-Charge.
- Participate in curriculum workshops and trainings.
- Observe and visit new schools that apply to participate in board exam.
- Construct board exam question paper and answer.
- Assist in any other board exam activities assigned by the Bureau Head.

## ၃.၂- မူဒါတၢ်မၤအဂ့ၢ်အဂၤတဖၣ် (Other Tasks)

- Regularly **report** verbally and in writing to Supervisor.
- Attend all relevant **meetings and workshops**, as appropriate or assigned.
- Pursue **professional development** opportunities.
- Conduct **other duties** as assigned by Supervisor.

၃.၃- တၢ်မၤအလိၢ်အကျဲ (Work Location): Thay Bay Hta or/and Mae Pa Communications Office.

## ၄.၀- တၢ်လိၣ်ဘၣ်ပတီၢ်လၢအကြးအိၣ်တဖၣ် (Minimum Requirements)

<p>တၢ်ကူၢ်ဘၣ်ကူၢ်သ့ (Education)</p>	<p>တၢ်သ့တၢ်ဘၣ် (Skills)</p>	<p>တၢ်လဲၤနီၤဖျိ (Experience)</p>
<ul style="list-style-type: none"> <li>• Completed one of the KECD Higher Education Programs, or hold a university degree, or equivalent qualification, preferably in Education.</li> <li>• Hold Basic Teacher Trainings certificate/s (local or international).</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching and/ or Teacher Training Skills.</li> <li>• Good time management and organizational skills.</li> <li>• Good and effective communication skills with team, colleagues and good networking with external partners.</li> <li>• Good knowledge on developing contextualized learning and teaching materials.</li> <li>• Basic computer skills.</li> <li>• Familiar with Karen Education System.</li> <li>• Language skills: <ul style="list-style-type: none"> <li>○ Fluent in reading, writing, and speaking Karen.</li> <li>○ Intermediate English.</li> <li>○ Ability to communicate in Burmese (preferably).</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Teaching and/ or training experience at least two year.</li> <li>• Experience in developing teacher training materials and training delivery.</li> </ul>

**Length of Contract: 2 Year**

**Application Details**

Please send your CV and letter of interest to [kedctl@yahoo.com](mailto:kedctl@yahoo.com). Closing date of application will be on July 15 2022.