



ကညီကုန်သုဆဲးလၢဝဲကျိၤ
Karen Education and Culture Department

မူဒါလီၤလၢဟံးပနီၣ်ကွဲးဖျါ
(Job Description)

၁.၀- မူဒါလီၤလၢအတၢ်မၤတက့ၢ် (Job Overview)				
လီၤလၢ (Position)	ဝဲၤဒု (Bureau)	ဆုၤထီၣ်တၢ်ဟံးဖျါဆူ (Reports To...)	ဟံးစုနဲၣ်ကျဲ (Supervises...)	တၢ်ဘူးတၢ်လဲ အပတီၢ် (Pay Grade)
တၢ်ဆဲးကျိးဒီး တၢ်ကတိၤန့ၢ်ခဲးတၢ် ပှၤတီၢ်ခိၣ်ရိၣ်မဲတၢ် (Communications and Advocacy Manager)	နဲၣ်ရဲၣ်ကရူၢ်ဝဲၤဒု (Bureau of the Secretary)	တၢ်ပၤဆုၤရဲၣ်ကျဲၤ ဝဲၤဒုၤဒုၤဝီမူဒါခိၣ် (Administration In-Charge)	နီၣ်တဂၢၤ (None)	
၂.၀- တၢ်ဖဲးတၢ်မၤတၢ်ပညိၣ်တိၢ်ဟံး (Purpose)				
To design and deliver clear, consistent and timely messaging which best represents the mission and objectives of KECD.				
၃.၀- မူဒါ,တၢ်ဟံးမူဟံးဒါဒီးမူဒါတၢ်မၤ (Duties, Responsibilities and Tasks)				

၃.၁- မူဒါနီးတၢ်ဟံးမူဟံးဒါနိဉ်သ့ဉ် (Core Duties and Responsibilities)

Planning:

Management:

Implementation:

- Collect and compile information on educational activities that affect the works of KECD.
- Develop and maintain KECD website and social media as communication and advocacy tools.
- Raise awareness of the Department and its work at local, national and international levels – this may involve giving talks to groups or dealing with the media.
- Prepare and update the information related to education campaigns in the country and region for dissemination at community-level.
- Organize advocacy activities, some of which will be events-based.
- Conduct trainings or workshops that may be required by local communities regarding information sharing.
- Counter misinformation or disinformation campaigns.

Co-ordination:

- Develop effective information-sharing mechanism among education stakeholders.
- Manage and update databases of education stakeholders and all other relevant parties.
- Liaise with, and promote strong communication between KECD, donors and other relevant organizations.

Supervision:

၃.၂- မူဒါတၢ်မအုၤအဂၢၤတဖၣ် (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- တၢ်မအလီၢ်အကျဲ (Work Location): တၢ်ဆဲးကျိးဝဲၤဒၢး (Communications Office)

၄.၀- တၢ်လိဉ်ဘဉ်ပတီၢ်လၢအကြးအိဉ်တဖၣ် (Minimum Requirements)

<p style="text-align: center;">တၢ်ကူၣ်ဘၣ်ကူၣ်သ့ (Education)</p> <ul style="list-style-type: none"> • At least an appropriate college qualification or equivalent. 	<p style="text-align: center;">တၢ်သ့တၢ်ဘၣ် (Skills)</p> <ul style="list-style-type: none"> • Writing and media literacy. • Fluency in Karen, English and Burmese. Thai language skills preferable. • Confidentiality and diplomacy. 	<p style="text-align: center;">တၢ်လဲၤနီၣ်ဖျိ (Experience)</p> <ul style="list-style-type: none"> • At least 2 years working with non-profit community organization.
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Application Details

Please send your CV and letter of interest to kedctl@yahoo.com. Closing date of application will be on July 15 2022.