



**ကညီကုန်သွမ်းလၢဝဲကျိၤ**  
**Karen Education and Culture Department**

**မူဒါလီၢ်လၢဟံၣ်ပနီၣ်ကွဲးဖျါ**  
**(Job Description)**

၁.၀- မူဒါလီၢ်လၢအတၢ်မၤတက့ၢ် (Job Overview)				
လီၢ်လၢ (Position)	ဝဲဒု (Bureau)	ဆုၤထီၣ်တၢ်ဟံၣ်ဖျါဆူ (Reports To...)	ဟံးစုနဲၣ်ကျဲ (Supervises...)	တၢ်ဘူးတၢ်လဲ အပတီၢ် (Pay Grade)
ပုၤဂံၢ်ဘါစရိပုၤမၤတၢ်ဖိ Human Resource Staff	နဲၣ်ခွဲၣ်ကရူၢ်ဝဲဒု (Bureau of the Secretary)	တၢ်ပၤဆုၤရဲၣ်ကျဲ ဝဲဒုဒီးဂ့ၢ်ဝိမူဒါခိၣ် (Administration In-Charge)	နီၣ်တက့ၢ် (None)	
၂.၀- တၢ်ဖံးတၢ်မၤတၢ်ပညိၣ်တီၢ်ဟံၣ် (Purpose)				
To design and deliver clear, consistent and timely messaging which best represents the mission and objectives of KECD.				
၃.၀- မူဒါ,တၢ်ဟံးမူဟံးဒီးမူဒါတၢ်မၤ (Duties, Responsibilities and Tasks)				

## ၃.၁- မူဒါနီးတၢ်ဟံးမူဟံးဒါခိၣ်သ့ၣ် (Core Duties and Responsibilities)

**Planning:** Human resource management plan

**Management:**

**Implementation:**

- Prepare staff contract and timesheet.
- Maintain and update staff profile.
- Organize need assessment for capacity development.
- Prepare training materials for staff.
- Conduct orientation and inception training to staff.
- Monitor staff performance and the implementation of the HR policy, including Code of Conduct and Child Safeguarding and Protection Policy.
- Assist in the staff recruitment process.
- Prepare subsidy preparation and distribution

**Co-ordination:**

- Internal coordination with other Bureaus, Districts and Townships regarding HR management and issues.
- Maintain close coordination with local partners and donors

**Supervision:**

## ၃.၂- မူဒါတၢ်မၤအဂၢၤအဂၢၤတဖၣ် (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- တၢ်မၤအလီၢ်အကျဲ (Work Location): တၢ်ဆဲးကျိးဝဲၤဒၢး (Communications Office)

## ၄.၀- တၢ်လိၣ်ဘၣ်ပတီၢ်လၢအကြၢးအိၣ်တဖၣ် (Minimum Requirements)

<p style="text-align: center;">တၢ်ကူၢ်ဘၣ်ကူၢ်သ့ (Education)</p> <ul style="list-style-type: none"> <li>At least an appropriate college qualification or equivalent.</li> </ul>	<p style="text-align: center;">တၢ်သ့တၢ်ဘၣ် (Skills)</p> <ul style="list-style-type: none"> <li>Training and workshop.</li> <li>Good and effective communication skills with team, colleagues and good networking with external partners.</li> <li>Fluency in Karen, English and Burmese. Thai language skills preferable.</li> <li>Basic computer skills</li> <li>Confidentiality and diplomacy.</li> </ul>	<p style="text-align: center;">တၢ်လဲၤနီၤဖျိ (Experience)</p> <ul style="list-style-type: none"> <li>At least 2 years working with non-profit community organization.</li> </ul>
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**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.