



ကညီကုန်သုဆဲးလၢဝဲကျိၤ
Karen Education and Culture Department

မူဒါလီၤလၢဟံးပနီၣ်ကွဲးဖျါ
(Job Description)

၁.၀- မူဒါလီၤလၢအတၢ်မၤတက့ၢ် (Job Overview)

လီၤလၢ (Position)	ဝဲၤဒု (Bureau)	ဆုၤထီၣ်တၢ်ဟံးဖျါဆူ (Reports To...)	ဟံးစုန့ၣ်ကျဲ (Supervises...)	တၢ်ဘူးတၢ်လဲ အပတီၢ် (Pay Grade)
ပိညါတၢ်ဆိၣ်ထွဲ မူဒါခိၣ် (Academic Support In-Charge)	ပတီၢ်ထီၣ်ပိညါဝဲၤဒု (Bureau of Higher Education)	ပတီၢ်ထီၣ်ပိညါဖှၢ်စိမိၤ ပုၤပၤလီၤဆ့ၣ်နီၤ (IHE President)	ပုၤကွၢ်ထွဲကွီၤဖိ တၢ်လီၤမၤလိသုသး ဒီးပုၤမၤတၢ်ဖိဂံၢ်ဘါမူ ဒါခိၣ် (Internship & HR Co-ordinator)	

၂.၀- တၢ်ဖဲးတၢ်မၤတၢ်ပညိၣ်တီၢ်ဟံး (Purpose)

Generic: ***This will be a standard statement.***

Bureau-Specific: ***This can be an added statement specific to purpose of this position in your Bureau.***

မၤစၢၤပတီၢ်ထီၣ်ပိညါဝဲၤဒုပုၤပၤလီၤဆ့ၣ်နီၤတၢ်လၢ ပိညါဂ့ၢ်ဝိတကပၤလၢ အဘၣ်ယး ပတီၢ်ထီၣ်ပိညါတၢ်သိၣ်လိမၤဒီး အဂ့ၢ် လၢအဟံးယုၣ်ဒီး တၢ်ကွၢ်ထွဲ ကွီၤဖိတဖၣ် အတၢ်မၤလိန့ၢ်တၢ်ဖဲးတၢ်မၤဒီးရဲၣ်ကျဲၤတၢ်သိၣ်လိလၢ ကွီၤသရၣ်လံာ်ညိၣ်သိၣ်ဒိၣ်လၢ အဘၣ်ထွဲသ့ၣ်တဖၣ်အဂီၢ်လီၤ.

Academic Support In-Charge is mainly responsible for assisting the BHE bureau head and IHE president in academic related activities such as IHE/HE teaching and learning quality assurance, learning quality assessments, arrange & manage teacher trainings, and curriculum developments.

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

၃.၁- မူဒါဒီးတၢ်ဟံးမူဟံးဒါခိၣ်သ့ၣ် – Generic (Core Duties and Responsibilities – Generic)

This will be a set of standard statements.

ကွၢ်ထွဲလံာ်ညိၣ်သိၣ်ဒိၣ် (Curriculum Development and related activities)

- သမံသမိးဒီးကွၢ်ထွဲလံာ်ညိၣ်သိၣ်ဒိၣ်လၢကွီၤသ့ၣ်တဖၣ်
 Monitor and manage the curriculums for the schools

- ငှားအိတ်ထိပ်တံဆိပ်မလိလော့ကိုသရုပ်တဖန်အတတ်သိပ်လိလံာ်ညိပ်သိပ်ဒိပ်အဂီၢ်
Organize and manage teacher trainings (subject trainings & methodology)
- ကွဲးလံာ်ညိပ်သိပ်ဒိပ်တဖန်လၢအလိပ်
Curriculum development if necessary
- ဆဲးကျိးဒီးပုၤကွဲးလံာ် (expert) တဖန်လၢတံာ်မၤဂ့ၤထိပ်လံာ်ညိပ်သိပ်ဒိပ်အဂီၢ်
Communicate and coordinate with curriculum developers or expertise for curriculum developments
- ယုထၢထိပ်ကွဲးသရုပ်လၢကီၢ်ပုၤဒီးလၢကီၢ်ချၢမုၢ်သးမၤကလိကွဲးသရုပ် (Specialize) ကွဲးသရုပ်တဖန်
Recruit local and volunteer foreign teachers for specialized programs
- ရဲၣ်ကျဲၤ တံာ်အိတ်ဖှိပ်ဘၣ်ယး လံာ်ညိပ်သိပ်ဒိပ် (curriculum) အဂီၢ်
Organize meetings for curriculum developments
- မၤတံာ်ဆၢတံာ်မၤလိန့ၢ်တံာ်ဘၣ်ယး လံာ်ညိပ်သိပ်ဒိပ်အဂီၢ်
Assess the students learning outcomes and make decision on curriculum improvements
- ထၢဖှိပ်ဒီးမၤသကိးတံာ်လၢအဘၣ်ယးဒီးကွဲးလံာ်ညိပ်သိပ်ဒိပ်
Collect information for module order
- ဟံးယုၣ်မၤသကိးတံာ်ဒီးပုၤမၤတံာ်ဖိဂံၢ်ဘၢမူဒါခိပ်
Work together with Internship and HR manager
- ရဲၣ်ကျဲၤတံာ်မၤလိလၢ IHE ကွဲးသရုပ်တဖန်အဂီၢ်
Organize and arrange trainings for IHE teachers
- လဲၤအိတ်သကိးအိတ်ပဟၢ ကွဲးတဖန်
Programs visits (Monitoring and Evaluation)
- ရဲၣ်ကျဲၤဒီး ထိပ်တံာ်အိတ်ဖှိပ်တဖန်အလီၢ်အိတ်ဝဲ
Organize and participate in meetings as necessary
- ငှားအိတ်ထိပ် ၅ လၢတချီ တံာ်ဒီးစဲးတံာ်သံကွၢ်တဖန်
Develop semester exam questions (Every 5 months)

မၤစၢၤ ပတီၢ်ထီၣ်ညါဝဲၤကျိၤပုၤပၤလီၢ်ဆ့ၣ်နီၤ

- ကွၢ် ပၤဆုၢ်တံာ်ဂ့ၢ်ဝိမူဒါခိပ်တံာ်ဖဲးတံာ်မၤတဖန်
Supervise Internship & HR manager
- ကတံာ်ကတီၢ်လံာ်ညိပ်သိပ်ဒိပ်အလံာ်န့ၣ်ကျဲးဒီးယုထၢတံာ်သိပ်လိကျိၤကျဲးတဖန်မၤစၢၤပတီၢ်ထီၣ်ညါဝဲၤကျိၤပုၤပၤလီၢ်ဆ့ၣ်နီၤ
Assist BHE Bureau Head & IHE president to organize and develop curriculum guidelines/frameworks and choose appropriate teaching methods
- ကွၢ်ကွဲးသရုပ်အကံၢ်အစီလၢအလိပ်တဖန်
Observe and assess teacher performance and qualifications
- ဟံးဖှိပ်ကွဲးတဖန်အတံာ်မၤနၢၤကံၢ်စီ
Collect students achievements (transcripts/grading)

၃.၁.၁- မူဒါဒီးတံာ်ဟံးမူဟံးဒါခိပ်သ့ၣ် – Bureau-Specific (Core Duties and Responsibilities – Bureau-Specific)

Your specific Core Responsibilities will be listed under the following 5 categories:

- **Planning**
- **Management**
- **Co-ordination**

- **Supervision**
- **Other**

၃.၂- မူဒါတ်မအဂုအဂတဖန် (Other Tasks)

This will be the following set of 4 standard statements.

တတ်ဖျါထီတတ်လီၤ ငါအံၤကမုာ်တတ်လာအပိာ်ထွဲထီၣ်အခံၣ်တဖန်တဖန်လီၤ.

- Regularly **report** verbally and in writing to Supervisor.
တတ်ဖျါထီတတ်လီၤထံၣ်ခိၣ်,ဒီးတတ်ကွဲးထီၣ်ဆူပုၤအံၤထွဲကွဲးထွဲတတ်
- Attend all relevant **meetings and workshops**, as appropriate or assigned.
ထီၣ်တတ်အိၣ်ဖိၣ်ဒီးတတ်မၤလိ,ဒ်အဂြာၤအဘၣ်အသိးမုတမုာ်ဒ်တတ်ဟ့ၣ်မူဟ့ၣ်ဒါအသိး
- Seek **professional development** opportunities.
ယုတတ်ခွဲးတတ်ယာ်လာအိၣ်ဒီး တတ်လဲၤထီၣ်လဲၤထီၣ်အဂီၢ်
- Conduct **other duties** as assigned by Supervisor.
မူဒါတ်မအဂုအဂတဖန်ပုၤအံၤထွဲကွဲးထွဲတတ်ဟ့ၣ်မူဟ့ၣ်ဒါအသိး

If necessary, you can add extra “Other Tasks” here.

မုာ်လိာ်အါထီၣ်န့ၣ်,နဟံၣ်ဖိၣ်အီၤသ့ၣ်လၢလၢအသိးအံၣ်န့ၣ်လီၤ.

တတ်မအဂုဘၣ်လးဒးKRCEE/ KECD အတတ်ကရၢကရီ (Additional tasks relating to KRCEE and KECD)

- ကွဲးသၢလါတဘျီတတ်ဖျါဆူ IHE မူဒါတ်ခိၣ်
Write quarterly reports to IHE president
- ကွဲးတတ်ရဲၣ်ကျဲၤလၢ တတ်ဖံးတတ်မၤအဂီၢ် (Activity Plan)
Write activity plan
- ထီၣ်တတ်အိၣ်ဖိၣ်လၢ ခုၣ်အၣ်စံၣ်အံၤဒီး KECD
Attend KRCEE and KECD meetings

တိာ်နီၣ် - Note:

အလီၢ်မုာ်အိၣ်,ပတီၢ်ထီၣ်ပိညါပိညါဂုာ်ဝီမူဒါတ်ခိၣ်အံၤကဟံးစုန့ၣ်ကျဲဘၣ်လးတတ်မအဂုအဂ,ကဟံးမူဟံးဒါ ဝဲတတ်မၤ တဖန်
ဒ်တတ်လီၤဝဲအသိးဒီးမၤတတ်လၢရူပဲၤပဲၤန့ၣ်လီၤ.

IHE Academic Support In-Charge shall take additional responsibilities/tasks if necessary, fully responsible for laid out job descriptions and be present at the office full-time.

ပတီၢ်ထီၣ်ပိညါပိညါဂုာ်ဝီမူဒါတ်ခိၣ်အံၤကဘၣ်မၤသကိးတတ်ဒီး KECDဒီးKRCEE ပတီၢ်ထီၣ်ကူၣ်သ့ပုၤမၤတတ်တဖန်ဘူးဘူး တတ်တံာ်
န့ၣ်လီၤ.

IHE Academic Support In-Charge shall closely work together with KRCEE and KECD’s Higher Education team.

၃.၃- တာ်မၤအလီၤအကျဲ (Work Location): တာ်ဆဲးကျိးဝဲၤဒၢး (Communications Office)

၄.၀- တာ်လိာ်ဘၣ်ပတီၢ်လၢအကြးအိၣ်တဖၣ် (Minimum Requirements)

တာ်ကူၣ်ဘၣ်ကူၣ်သ့ (Education)	တာ်သ့တာ်ဘၣ် (Skills)	တာ်လဲၤခီဖျိ (Experience)
<p>အစ့ၤကတၢၢ်ကဘၣ်ဖျိပတီၢ်ထီပိညါကွီ ဒီးပှၣ်စိမိၤကွီလၢတာ်ပာ်ပနီၣ်အီၤတဖၣ်.</p> <p>At Least graduated from HE/IHE programs and Junior Colleges</p>	<p>ကဘၣ်သ့ကျိၣ်ဒ်အမ့ၢ်ကညီ,ပယီၤ,ကိၤ လၢဝါ</p> <p>Languages; Karen, Burmese, and English</p> <p>ကဘၣ်သ့ခိဖျုၤထၢၣ်ဂံၢ်ခိၣ်တထံးတာ်မၤ လိ</p> <p>Basic Computer skills</p> <p>ကဘၣ်အိၣ်ဒီးတာ်ဆဲးကျိးဒီးတာ်သ့ရတံၤ သရုသကိးလၢအဂ့ၤ</p> <p>Be good at interpersonal communication</p>	<p>မၤတာ်လၢတာ်ကရိကရိအစ့ၤကတၢၢ်ခံန့ၣ်</p> <p>At least two years of experience in organizational work</p> <p>သ့ၣ်ညါန့ၢ်ပာ်ဘၣ်ယးကညီတာ်ကူၣ်ဘၣ် ကူၣ်သ့ဒီးပှၤတဝါတာ်အိၣ်သးတဖၣ်.</p> <p>Have knowledge about Karen community and Karen Education system.</p> <p>န့ၢ်ပာ်ဘၣ်ယးတာ်ကူၣ်ဘၣ်ကူၣ်သ့အတာ် ဖံးတာ်မၤဒီးကွီတာ်ဖံးတာ်မၤသ့ၣ်တဖၣ်.</p> <p>Have understanding in Educational work and School managements</p>

၅.၀- တာ်ဟ့ၣ်တာ်ပျဲ (Approvals)

ဘၣ်တာ်ကတီၤအီၤလၢ- (Prepared By:)	လီၢ်လၢ- (Position:)	မံၤကွဲးဝဲ- (Signature:)	မ့ၢ်နံၤ- (Date:)
ဘၣ်တာ်ပာ်ဂၢၢ်ပာ်ကျဲၤအီၤလၢ- (Approved By:)	လီၢ်လၢ- (Position:)	မံၤကွဲးဝဲ- (Signature:)	မ့ၢ်နံၤ- (Date:)
ဘၣ်တာ်ကတီၤအီၤလၢ- (Prepared By:)	လီၢ်လၢ- (Position:)	မံၤကွဲးဝဲ- (Signature:)	မ့ၢ်နံၤ- (Date:)
ဘၣ်တာ်ပာ်ဂၢၢ်ပာ်ကျဲၤအီၤလၢ- (Approved By:)	လီၢ်လၢ- (Position:)	မံၤကွဲးဝဲ- (Signature:)	မ့ၢ်နံၤ- (Date:)