



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)
ပတီၢ်ထီၣ်ညါဖှၢ်စိမိ တၢ်မၤနီၣ်မၤယါ မူဒါခိၣ် (Registrar)	ပတီၢ်ထီၣ်ညါဝဲၤဒု (Bureau of Higher Education)	ဝဲၤဒုခိၣ် (Bureau Head)	နီၣ်တၢ် (None)	

၂.၀-တၢ်ဖံးတၢ်မၤတၢ်ပညိၣ်တီၢ်ဟံး (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.*

IHE တၢ်မၤနီၣ်မၤယါဝဲၤဒုမူဒါခိၣ်အံၤမူဒါခိၣ်သ့ၣ်မ့ၢ်ဝဲတၢ်မၤနီၣ်မၤယါကွဲးဖိဒီးကွဲးသရၣ်အတၢ်မၤနီၣ်မၤယါ,ဆဲးကျိးဒီးဆုၤလံာ်ဟံးဖျါဆူ IHE ကွဲးတၢ်မၤနီၣ်မၤယါမူဒါခိၣ်အိၣ်ဒီးဒုးအိၣ်ထီၣ်နီၣ်လီၤကွဲးဖိအတၢ်မၤလိအလံာ်ဟံးဖျါဒီးလံာ်အုၣ်သးတဖၣ်,ကွဲးလံာ်လဲၤဒီးတၢ်လၢဘၣ်ယးဒီးကွဲးဖိတၢ်သိၣ်တၢ်သီတဖၣ်န့ၣ်လီၤ.မူဒါခိၣ်အံၤကဘၣ်မၤသကိးတၢ်ဒီးပိညါဂ့ၢ်ဝဲမူဒါခိၣ်ဘၣ်ယးတၢ်ရၤလီၤတၢ်ကစီၣ်,တၢ်ဂီၤတၢ်မၤနီၣ်မၤယါ,ထူးထီၣ်တနံၣ်တဘျီ(IHE) မဲးကစံးဒီးလံာ်နီၣ်လံာ်လါတဖၣ်န့ၣ်လီၤ.

IHE Registrar is mainly responsible for; data collection of students and teachers statistics, coordinates with IHE program registrars for students' transcripts, certificates, modules, students' uniforms, and rules & regulations. IHE Registrar will work closely with Academic Affair Officer in information sharing, photo records, publishes IHE magazine, and calendar annually.

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.

၃.၁.၁-မူဒါဒီးတၢ်ဟံးမူဟံးဒါခိၣ်သ့ၣ်- Bureau-Specific (Core Duties and Responsibilities – Bureau-Specific)
Your specific Core Responsibilities will be listed under the following 5 categories:
ဒါခိၣ်သ့ၣ်လီၤတံးလီၤဆဲးတဖၣ် ကမ့ၢ်တၢ်လၢလၢ ၅ ခါအံၤဒ်တၢ်ရဲၣ်လီၤဟံးအသိးန့ၣ်လီၤ.

- **Planning** (တၢ်ရဲၣ်လီၤကျဲၤလီၤ)
- **Management** တၢ်ပၤဆူၤရဲၣ်ကျဲၤ
- **Co-ordination** တၢ်သ့ပၤဆူၤဒုးဘၣ်လိာ်ဖိးဒုတၢ်
- **Supervision** ပၤဆူၤအံးထွဲကွၢ်ထွဲတၢ်
- **Other** အရၢအဂၤ

တၢ်ဆဲးကျိးမၤသကိး Coordination

- ကဘၣ်ဆဲးကျိးမၤသကိးတၢ်ဒီးIHEကွၢ်အတၢ်မၤနီၣ်မၤယါမူဒါခိၣ်သ့ၣ်တဖၣ်
Coordinates with IHE programs’ registrars
- ကဘၣ်ဟံၣ်ကိၤယၢ်ကွၢ်ဖိကွၢ်သရၣ်အတၢ်မၤနီၣ်မၤယါသ့ၣ်တဖၣ်
Keeps records of students and teachers information
- ကဘၣ်ဆဲးကျိးဒီးကရၢသဘျုးလၢအဟ့ၣ်လံာ်တဖၣ်ဒီးစးကျိးကွၢ်အလံာ်ညိၣ်သိၣ်တဖၣ်ဒီးဆူၤဆူၤကွၢ်တနံၣ်ခံၣ်ဘျီ
Coordinates with NGOs for books donations and print curriculums/modules and distributes it to programs twice a year
- ကဘၣ်ဟံၣ်ကိၤယၢ်ကွၢ်ဖိသ့ၣ်တဖၣ်(Student Tracking) လၢဝဲၤကျိၤအဂီၢ်ဒီးတၢ်ဟံၣ်ဖျါတဖၣ်အဂီၢ်
(မၤသကိးဒီးကွၢ်Registrar)
Coordinates with programs’ registrars for filing of students information for Students tracking

တၢ်မၤနီၣ်မၤယါ Data collection and filing

- ကဘၣ်ဒုးအိၣ်ထီၣ်ဝဲဒၣ်တၢ်မၤနီၣ်မၤယါအလံာ်တကွၢ်ဒိသ့ၣ်တဖၣ်
Develops data collection templates
- ကဘၣ်ဒုးအိၣ်ထီၣ်ဝဲဒၣ်ကွၢ်ဖိအမးအလံာ်ဟံၣ်ဖျါဒီးတၢ်မၤနီၣ်မၤယါသ့ၣ်တဖၣ်
Publishes students transcripts and enter the data into the templates
- ကဘၣ်ထုးထီၣ်ဟ့ၣ်လီၤကွၢ်ဖိအလံာ်ကွဲးဆဲး(Transcript)တဖၣ်ဆူၤကွၢ်ဖိသ့ၣ်တဖၣ်ဒီးဒုးအိၣ်ထီၣ်ကွၢ်ဖိအလံာ်အုၣ်သးသ့ၣ်
တဖၣ်
Prepares, publishes, and distributes transcripts and certificates for students
- ကဘၣ်မၤနီၣ်မၤယါဝဲဒၣ်IHEကွၢ်ဖိကွၢ်သရၣ်အမံၤအသၣ်လၢကွၢ်ကိးဖျါၣ်ဒဲး
Collects and enter data of students and teachers information for each school
- ကဘၣ်ဒုးအိၣ်ထီၣ်ဝဲဒၣ်ကွၢ်ဖိကွၢ်သရၣ် ID cardဒီးထုးထီၣ်ဟ့ၣ်လီၤ.
Develop students and teachers ID cards and distributes it
- ကဘၣ်ဟ့ၣ်တၢ်သိၣ်လိဆူၤIHEကွၢ်တၢ်မၤနီၣ်မၤယါမူဒါခိၣ်သ့ၣ်တဖၣ်အအိၣ်
Give training to IHE programs’ registrar
- မၤသကိးဒီးပိညါဂ့ၢ်ဝိလၢတၢ်ထုးထီၣ်တၢ်ဒီးစးလံာ်ဒီးဆူၤလီၤ၅လါတဘျီ.ယုာ်ဒီး(Entrance Exam)အလံာ်တၢ်ဒီးစး
Works together with Academic Affair Officer for entrance exam, mid-term, and final exams questions.
- ကဘၣ်ဒုးအိၣ်ထီၣ်ဝဲဒၣ်တၢ်မၤနီၣ်မၤယါအလံာ်တကွၢ်ဒိသ့ၣ်တဖၣ်
Works together with Academic Affair Officer for entrance exam, mid-term, and final exams questions.

ဝံစိတ်တီဆုတ်မေးဒီးတံးမသကိးတဖၣ် (Logistics)

- ကဘၣ်မသကိးတံးဒီးပတီထီပိညါပဆုတ်ဂၢ်ဂီၢ်မူဒါခိၣ်ဘၣ်ယးတံးပုၤကွဲတံးဖိတံးလံၤတံးမၤ
Works together with BHE-Admin in school/office supplies purchases
- ကဘၣ်မသကိးတံးဒီးပိညါဂၢ်ဂီၢ်မူဒါခိၣ်ဘၣ်ယးလံၣ်ညိၣ်သိၣ်ဒိၣ်တဖၣ်
Works together with Academic Affair Officer in curriculum developments

၃.၂-မူဒါတံးမၤအဂၤအဂၤတဖၣ် (Other Tasks)

This will be the following set of 4 standard statements.

တံးပၢ်ဖျါထီၣ်တံးပၢ်လီၤ ၵါအံၤကမ့ၢ်တံးလၢအပီၣ်ထွဲထီၣ်အခံၣ်သ့ၣ်တဖၣ်လီၤ.

- Regularly **report** verbally and in writing to Supervisor.
တံးပၢ်ဖျါထီၣ်တံးလၢထးခိၣ်,ဒီးတံးကွဲးထီၣ်ဆူပုၤအံၤထွဲကွဲးထွဲတံး
- Attend all relevant **meetings and workshops**, as appropriate or assigned.
ထီၣ်တံးအိၣ်ဖိၣ်ဒီးတံးမၤလိၤ,ဒ်အဂြၢးအဘၣ်အသိးမ့တမ့ၢ်ဒ်တံးဟ့ၣ်မူဟ့ၣ်ဒါအသိး
- Seek **professional development** opportunities.
ယုတံးခွဲးတံးယၢ်လၢအိၣ်ဒီး တံးလဲၤထီၣ်လဲၤထီၣ်အဂီၢ်
- Conduct **other duties** as assigned by Supervisor.
မူဒါအဂၤကမ့ၢ်ဒ်ပုၤအံၤထွဲကွဲးထွဲတံးဟ့ၣ်မူဟ့ၣ်ဒါအသိး

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

မ့ၢ်လိၣ်အါထီၣ်န့ၣ်,နပၢ်ဖိၣ်အီၤသ့ၣ်လၢလၢအသိးအံၤန့ၣ်လီၤ.

တံးမၤအဂၤဘၣ်ယးဒီးKRCEE, KECD အတံးကရၢကရီ

Additional tasks relating to KRCEE and KECD

- ကဘၣ်ထီၣ်ဝဲဒၣ် IHE တံးအိၣ်ဖိၣ်
Attends IHE meetings
- ကဘၣ်ဆုတ်လံၣ်ပၢ်ဖျါဆူ IHEမူဒါခိၣ်သ့ၣ်တဖၣ်အအိၣ်
Writes reports to IHE leaders
- ကွဲးသၢလါတဘျီတံးပၢ်ဖျါဆူပတီထီပိညါပုၤပၤလီၤဆ့ၣ်နီၤ
Writes quarterly reports to Head of BHE
- ကွဲးတံးရဲၣ်ကျဲၤလၢတံးဖဲးတံးမၤအဂီၢ်(Activity Plan)
Prepare and writes Activity plan
- ထီၣ်တံးအိၣ်ဖိၣ်လၢခ့ၣ်အၣ်စံၣ်အံၤ,KECDဒီးIHE
Attend meetings at KRCE, KECD, and IHE

တီၢ်နီၣ် (Note)-

-အလီၢ်မ့ၢ်အိၣ်,ပတီထီပိညါကွဲးတံးမၤနီၣ်မၤယမူဒါခိၣ်အံၤကမ့ၢ်စုန့ၣ်ကျဲဘၣ်ယးတံးမၤအဂၤအဂၤ, ကမ့ၢ်မူပံးဒါဝဲတံးမၤတဖၣ်ဒ်တံးပၢ်လီၤဝဲအသိးဒီးမၤတံးလၢရူပဲၤပဲၤန့ၣ်လီၤ.

(Approved By:) _____ (Position:) _____ (Signature:) _____ (Date:) _____

ဘဉ်တၢ်ကတီၤအီၤလၢ- လီၢ်လၢ- မံၤကွဲးစဲ- မုၢ်နံၤ-
(Prepared By:) _____ (Position:) _____ (Signature:) _____ (Date:) _____

ဘဉ်တၢ်ဟံၣ်ဂၢၢ်ဟံၣ်ကျါၤအီၤလၢ- လီၢ်လၢ- မံၤကွဲးစဲ- မုၢ်နံၤ-
(Approved By:) _____ (Position:) _____ (Signature:) _____ (Date:) _____