



**Karen Education and Culture Department**  
P.O. Box 4, Mae Sot, Tak 63110, Thailand  
Email: [kedctl@gmail.com](mailto:kedctl@gmail.com), Website: [www.kecdctl.org](http://www.kecdctl.org)

## **KECD Job Vacancy Announcement**

Date: 27/ June / 22

The Karen Education and Culture Department (KECD) is looking for a committed and motivated person to join our team!

**Job Position:** Communication and Advocacy Manager  
**Position Level:** Manager (B)  
**Work Location:** Mae Pa Communication Office.  
**Job Code Number:** N/A  
**Part-/ Full-Time:** Full-Time

**Overview of the Position:** To design and deliver clear, consistent and timely messaging which best represents the mission and objectives of KECD.

Main Duties:

**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.

*(See the Job Description on our website for more details of duties)*

Contract Duration: Initially 2-years, and extendable.

Payment and Benefits: A local stipend will be paid, based on skills and experience. This is negotiable depending on skills and experience. A benefits package will also be provided.

### **Application Process:**

1. Fill in the “Job Application Form”, downloadable from our website.
2. Submit it to **Bureau of the Secretary Head** by **E-mail: kedctl@yahoo.com**, post, hand before **Friday, July 15, 2022**.
3. Short-listed candidates will be invited for an interview and informed of the decision within **one week after the submission deadline**.

KECD is an equal opportunities organization and maintains a non-discriminatory principle in employing people regardless of their defining characteristics, including gender, religious belief, ethnic nationality, social status, age or disability.