



Karen Education and Culture Department
P.O. Box 4, Mae Sot, Tak 63110, Thailand
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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: Human Resource Staff
Position Level: Operation Staff (F)
Work Location: Communication Office, Mae Pa
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:

- 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

(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.