



**Karen Education and Culture Department**  
P.O. Box 4, Mae Sot, Tak 63110, Thailand  
Email: [kedctl@gmail.com](mailto:kedctl@gmail.com), Website: [www.kedctl.org](http://www.kedctl.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:** Academic Support In-Charge  
**Position Level:** Programme Staff (D)  
**Work Location:** Communications Office, Mae Pa  
**Job Code Number:** N/A  
**Part-/ Full-Time:** Full-Time

**Overview of the Position:** 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.

Main Duties:

- To monitor and manage the curriculums for the schools
- To organize and manage teacher trainings (subject trainings & methodology
- To communicate and coordinate with curriculum developers or expertise for curriculum developments
- To Assess the students learning outcomes and make decision on curriculum improvements
- To rganize and arrange trainings for IHE teachers

*(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.