



Karen Education and Culture Department
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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: Registrar
Position Level: Operation Staff (F)
Work Location: Communications Office, Mae Pa
Job Code Number: N/A
Part-/ Full-Time: Full-Time

Overview of the Position: 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.

Main Duties:

- To coordinates with IHE programs' registrars
- To keeps records of students and teachers information
- To develops data collection
- To prepares, publishes, and distributes transcripts and certificates for students
- To works together with Academic Affair Officer for entrance exam, mid-term, and final exams questions.

(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.