



ကညီကုန်သုဆဲးလၢဝဲကျိၤ
Karen Education and Culture Department

မူဒါလီၤလၢဟံးပနီၣ်ကွဲးဖျါ
(Job Description)

၁.၀- မူဒါလီၤလၢအတၢ်မၤတက့ၢ် (Job Overview)

လီၤလၢ (Position)	ဝဲၤဒု (Bureau)	ဆုၤထီၣ်တၢ်ဟံးဖျါဆူ (Reports To...)	ဟံးစုနဲၣ်ကျဲ (Supervises...)	တၢ်ဘူးတၢ်လဲ အပတီၢ် (Pay Grade)
တၢ်သိၣ်လိမူဒါခိၣ် (Training In-Charge)	ဂံၢ်ခိၣ်ထံးပိညါဝဲၤဒု (Bureau of Basic Education)	ဝဲၤဒုခိၣ် (Bureau Head)	လံာ်မိၢ်ပုၤသရၣ်ပုၤနဲၣ်တၢ် (Subject Trainer – Central level) <i>(Secondary Supervision)</i> လံာ်မိၢ်ပုၤသရၣ်နဲၣ်တၢ် <i>DEO Subject Trainer</i>	C

၂.၀- တၢ်ဖဲးတၢ်မၤတၢ်ပညိၣ်တိၢ်ဟံး (Purpose)

The Training In-Charge is responsible for leading the overall training activities of the Basic Education Bureau, such as training subjects’ trainers on subject skills and methodologies, school principals training on leadership and management skills, continuous professional development trainings, and other capacity development trainings and workshops.

၃.၀- မူဒါ,တၢ်ဟံးမူဟံးဒါဒီးမူဒါတၢ်မၤ (Duties, Responsibilities and Tasks)

၃.၁- မူဒါနီးတၢ်ဟံးမူဟံးဒါခိၣ်သ့ၣ် (Core Duties and Responsibilities)

Planning:

- Coordinate with the Head of BBE and the CLS In-Charge for the planning and organizing of:
 - Subjects and school principal trainings
 - Continuous professional development and other capacity development trainings
 - Curriculum development training and workshops.
- Identify relevant training/ workshops based on the needs from different Districts.
- Prepare Annual Operational Plans and budget proposals in regard to training activities.

Management:

- Collect and analyse the quarterly reports from the Subject Trainers and provide feedbacks.
- Provide and assist in preparing training activities report for donors and partners.

Implementation:

- Develop training aids and teaching materials.
- Deliver relevant trainings, as necessary.
- Collect and filing trainings activities reports and documents, including financial supported documents.
- Support the coordination of the board exam at central level.

Co-ordination:

- Coordinate with the DEOs for organizing subject trainings in each district area.
- Communicate and consult with local expertise on particular subject training.

Supervision:

၃.၂- မူဒါတၢ်မၤအဂၢၤအဂၢၤတဖၣ် (Other Tasks)

- Regularly **report** verbally and in writing to Supervisor.
- Attend all relevant **meetings and workshops**, as appropriate or assigned.
- Pursue **professional development** opportunities.
- Conduct **other duties** as assigned by Supervisor.

၃.၃- တၢ်မၤအလီၢ်အကျဲ (Work Location): တၢ်ဆဲးကျိးဝဲၤဒၢး (Thay Bay Hta-KECD HQ Office and Mae Pa Communications Office)

၄.၀- တၢ်လိၣ်ဘၣ်ပတီၢ်လၢအကြးအိၣ်တဖၣ် (Minimum Requirements)

<p>တၢ်ကူၢ်ဘၣ်ကူၢ်သ့ (Education)</p>	<p>တၢ်သ့တၢ်ဘၣ် (Skills)</p>	<p>တၢ်လဲၤနီၤဖျိ (Experience)</p>
<ul style="list-style-type: none"> • Completed one of the KECD Higher Education Programs, or hold a university degree, or equivalent qualification, preferably in Education. <p>AND</p> <ul style="list-style-type: none"> • Hold Basic Teacher Trainings certificate/s (local or international). 	<ul style="list-style-type: none"> • Teaching and/ or Teacher Training Skills. • Good time management and organizational skills. • Good and effective communication skills with team, colleagues and good networking with external partners. • Competent ability to develop contextualized learning and teaching materials. • Competent in use of Basic Microsoft Office Suite. • Language skills: <ul style="list-style-type: none"> ○ Fluent in reading, writing, and speaking Karen. ○ Intermediate English. ○ Ability to communicate in Burmese (preferably). 	<ul style="list-style-type: none"> • Teaching and/ or training experience. • Experience in developing teacher training materials and training delivery. • Experience in planning and organizing training events. • Experienced in working with education stakeholders along the Thailand – Burma border. • Familiar with Karen Education System and context.

Application Details

Please send your CV and letter of interest to kedctl@yahoo.com, and CC to benloithankornsaku194@gmail.com
Closing date of application will be on October 12th, 2022.