



ကညီကူသုဆဲးလၢဝဲကျိ  
**Karen Education and Culture Department**

မူဒါလီလၢဟ်ပနီၣ်ကွဲးဖျါ  
**(Job Description)**

**၁.၀- မူဒါလီလၢအတၢ်မၤတက့ၣ် (Job Overview)**

လီၤလၢ (Position)	ဝဲဒု (Bureau)	ဆၢထီၣ်တၢ်ဟ်ဖျါဆူ (Reports To...)	ဟံးစုနဲၣ်ကျဲ (Supervises...)	တၢ်ဘူးတၢ်လဲ အပတီၢ် (Pay Grade)
တၢ်ကရၢကရီ မၤသကိးတၢ်ဒီး ပှၤတၢ်မူဒါခိၣ် (Community Mobilizing Officer)	တၢ်တီၢ်ကျဲလီၤဆီ ဝဲဒု (Bureau of Special Projects)	ဝဲဒုခိၣ် (Bureau Head)	(Secondary Supervision) တၢ်ကရၢကရီ မၤသကိးတၢ်ဒီး ပှၤတၢ်ပှၤမၤတၢ်ဖိ (Community Mobilizing Team Staff)	

**၂.၀- တၢ်ဖဲးတၢ်မၤတၢ်ပညိၣ်တီၢ်ဟ် (Purpose)**

တၢ်ကရၢကရီမၤသကိးတၢ်ဒီးပှၤတၢ်မူဒါခိၣ်အံၤကဘၣ်မၤဆူထီၣ်ဝဲဒုတၢ်ကူဘၣ်ကူသုအတၢ်ပၤဆၢရဲၣ်ကျဲလၢလီၤကဝီပှၤန့ၣ်လီၤ. တၢ်သ့ၣ်တဖၣ်န့ၣ်အကျါကပၣ်ဃုာ်ဝဲဒုဒီး တၢ်မၤဆူထီၣ်ကိဖိမိၢ်ပၤကိသရၣ်ကရၢဒီးကိမံးတံၢ်အတၢ်ဖဲးတၢ်မၤသ့ၣ်တဖၣ်, တၢ်ဟ့ၣ်တၢ်သ့ၣ်ညါနၢ်ပၤဆူကိဒီးပှၤတၢ်သ့ၣ်တဖၣ်, ထုးစုနဲၣ်ကျဲဒီးမၤစၢၤပှၤတၢ်အဂၤလၢကဒုးလိၣ်ထီၣ်ဖဲးထီၣ်ဂံၢ်ခိၣ်ထံးတၢ်ကူဘၣ်ကူသုတၢ်တီၢ်ကျဲသ့ၣ်တဖၣ်န့ၣ်လီၤ.

The Community Mobilizing Officer will strengthen local education management. This will include strengthening Parent Teacher Association and School Management Committees, facilitating the awareness-raising sessions with the schools and communities at the community level, and guiding the implementation of other community-driven initiatives in education.

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

## ၃.၁- မူဒါဒီးတၢ်ဟံးမူဟံးဒါခိၣ်သ့ၣ် (Core Duties and Responsibilities)

### တၢ်ရဲၣ်တၢ်ကျဲၤ **Planning:**

- ရဲၣ်ကျဲၤပၤလီၤယၢ် ဒီတနံၣ်တၢ်ဖံးတၢ်မၤအရဲၣ်တၢ်ကျဲၤ  
To prepare Annual Operational Plan.
- ရဲၣ်ကျဲၤ တၢ်တီၢ်ကျဲၤအတၢ်ဖံးတၢ်မၤသ့ၣ်တဖၣ်တခါစ့ၣ်စ့ၣ်  
To prepare the activities plan for each implementing project

### တၢ်ပၤဆၢရဲၣ်ကျဲၤ **Management:**

- ဟ့ၣ်ကူၣ်ဟ့ၣ်ဖးဒီးဆိၣ်ထွဲမၤစၢၤ တၢ်ဖံးတၢ်မၤတၢ်ဟူးတၢ်ဂၤလၢ အဘၣ်တၢ်မၤအိၣ်သ့ၣ်တဖၣ်  
To provide feedback and support in the works and activities that are being implemented
- ကွၢ်ထွဲ ပၤကိၤ မၤနီၢ်မၤယါ ဒီးပဲၤထံၣ်နီၤဖး တၢ်ကရၢကရိၤမၤသကိးတၢ်ဒီးပုၤသၤတၢ်ဖံးတၢ်မၤတၢ်ဟူးတၢ်ဂၤသ့ၣ်တဖၣ်  
ဒီးပၤဖျါထီၣ်စ့ၣ်ကိးတၢ်ကွၢ်ဆၢၣ်ခဲၣ်လၢတၢ်ဖံးတၢ်မၤအပူၤသ့ၣ်တဖၣ်ဆူ ပုၤဟံးစုၣ်ကျဲၤတၢ်အအိၣ်  
To monitor, compile, document and analyze the community mobilizing works and activities that are being implemented, together with the progress and difficulties encountered, and report to direct supervision.

### တၢ်ဒုးလိာ်ထီၣ်ဖးထီၣ်တၢ်ဖံးတၢ်မၤ ဒီးတၢ်မၤသကိးတၢ် **Implementation and Coordination:**

- တၢ်ဟ့ၣ်တၢ်သ့ၣ်ညါန့ၢ်ပၤ ဘၣ်ယးဒီးကူၣ်သ့ဆဲးလၢအတၢ်ဖံးတၢ်မၤ ဆူကွီကမံးတံး, ကွီဖိမိာ်ပၤကွီသရၣ်ကရၢ  
ဒီးပုၤတၢ်ဖိသ့ၣ်တဖၣ်  
To conduct awareness raising session with regard to KECD approaches to school committees, parent teacher association and community members.
- ဟ့ၣ်တရူထီၣ် ပုၤတၢ်ဖိသ့ၣ်တဖၣ်ဒ်သိး အကသ့ၣ်ဖျါထီၣ် အတၢ်လိာ်ဘၣ်သ့ၣ်တဖၣ် ဒ်သိးကဖိမံလိာ်အသးဒီး တၢ်  
တီၢ်ကျဲၤအတၢ်ဖံးတၢ်မၤတဖၣ်  
To mobilize communities to identify priority projects that will address their underlying vulnerabilities and needs.
- ရူလိာ်မုၢ်လိာ်သးဒီးဟီၣ်ကဝီၤပုၤဘၣ်မူဘၣ်ဒါ, ကရၢမၤသကိးတၢ်လၢအဘၣ်ထွဲသ့ၣ်တဖၣ် ဒီးထူးစုၣ်ကျဲၤတၢ်ဒုးအိၣ်  
ထီၣ်တၢ်ယုကွီစ့ၣ်ကိၤ  
To liaise with local authorities, relevant partners to guide the implementation of school-based revolving fund.
- ရူလိာ်မုၢ်လိာ်သးဒီးကညီဒီကလုာ်စၢၤဖိၣ်ကရၢအဝဲၤကျိၤ, ကရၢမၤသိကိးတၢ်လၢအဘၣ်ထွဲတဖၣ် ဒီးCBOs/NGOs လၢ  
တၢ်ယုအါထီၣ် မၤဂ့ၤထီၣ်ကံၢ်စိဒီးတၢ်သ့တၢ်ဘၣ် လၢတၢ်ကရၢကရိၤအပူၤမ့ၢ်ဂ့ၤလၢတၢ်ချၢမ့ၢ်ဂ့ၤ  
To liaise with KNU's departments, relevant partners, and CBOs/ NGOs in bringing capacity building support internally and externally.

- ကလူ့ကွန်ထရိုက်သမံသမိးပုၤတၢ်အတၢ်ဖံးတၢ်မၤ ထီၣ်အိၣ်ဒီးဒုးပၣ်ယုၣ်ပၣ်ဂီၢ်အဝဲသ့ၣ်လၢတၢ်ဖံးတၢ်မၤအပူၤ  
To continuously follow up with community and keep them engaged and involved with the project.
- ကတၢ်ကတီၤဟံးတၢ်ဟူးတၢ်ဂဲၤတၢ်ဟံးဖျါ န် CBOs/CSOs and NGOs ကရၢမၤသကိးတၢ်တဖၣ် ဒီးဝဲၤဒုးသ့ၣ်တဖၣ် လိၣ်ဝဲအသိး  
To prepare the activity reports, as required for the CBOs/CSOs and NGOs that the bureau is working with.

**တၢ်ထုးစုန့ၣ်ကျဲၤ Supervision:**

- ရဲၣ်ကျဲၤဒီးတီၣ်ခိၣ်ရိၣ်ခဲ တၢ်ဝဲၣ်ထံၣ်နီၤဖးက့ၤပုၤမၤတၢ်ဖိအတၢ်ဖံးတၢ်မၤလၢအဟံးစုန့ၣ်ကျဲၤဝဲသ့ၣ်တဖၣ်  
To conduct performance appraisal with the subordinates he or she directly supervises.
- ရဲၣ်ကျဲၤဒီးတီၣ်ခိၣ်ရိၣ်ခဲ တၢ်မၤလိသ့ၣ်တဖၣ်ဆူ တၢ်ကရၢကရိမၤသကိးတၢ်ဒီးပုၤသၢတီၤသ့ၣ်တဖၣ်  
To organize and facilitate capacity building support with the community mobilising staff.

**၃.၂- တၢ်ဖံးတၢ်မၤ မူဒါဒီး တၢ်ဟူးတၢ်ဂဲၤအဂ့ၢ်အဂၤတဖၣ် (Other Tasks)**

- ဆၢတၢ်ဟံးဖျါလၢတၢ်ကတီၤမ့ၢ်ဂ့ၤ လၢတၢ်ကွဲးမ့ၢ်ဂ့ၤဆူပုၤဟံးစုန့ၣ်ကျဲၤ  
Regularly **report** verbally and in writing to Supervisor.
- ထီၣ်တၢ်အိၣ်ဖိၣ် ဒီးတၢ်မၤလိသ့ၣ်တဖၣ်လၢအကြၢးထီၣ် မ့တမ့ၢ်ဒ်တၢ်မၤအထီၣ်ဝဲတဖၣ်  
Attend all relevant **meetings and workshops**, as appropriate or assigned.
- ယုတၢ်ခွဲးတၢ်ယၢ်လၢတၢ်ဖံးလိမၤဒီး, တၢ်သ့တၢ်ဘၣ်သ့ၣ်တဖၣ်  
Pursue **professional development** opportunities.
- ဟံးထီၣ်ဖိၣ်ထီၣ်တၢ်ဖံးတၢ်မၤအဂ့ၢ်အဂၤတဖၣ်ဒ်တၢ်ဟံးစုန့ၣ်ကျဲၤအိၣ်အသိး  
Conduct **other duties** as assigned by Supervisor.

**၃.၃- တၢ်မၤအလီၢ်အကျဲၤ (Work Location): တၢ်ဆဲးကျိးဝဲၤဒါး (Thay Bay Hta –KECD HQ Office)**

**၄.၀- တၢ်လိၣ်ဘၣ်ပတီၢ်လၢအကြၢးအိၣ်တဖၣ် (Minimum Requirements)**

<p>တၢ်ကူၣ်ဘၣ်ကူၣ်သ့ (Education)</p>	<p>တၢ်သ့တၢ်ဘၣ် (Skills)</p>	<p>တၢ်လဲၤခီဖျိ (Experience)</p>
<ul style="list-style-type: none"> <li>• အစ့ၤကတၢၢ်ကဘၣ်ဒီး န့ၣ်ပဲ ပတီၢ်ထီပိညါ Junior College (မ့) လၢအဒံးသိးလိာ်သး At least completed Junior College (or) equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• ကျိၣ် (ကညိ- ဘျးဘျးဘျီးဘျီး ပယီၤ- Intermediate, အဲးကလံး- Intermediate Language (Karen- Fluent, Burmese- intermediate, English- intermediate)</li> <li>• ခိၣ်ဖျါထၢၣ် (အံၤမ့ၤ, မၤမြိၤစိၣ်အိၣ်ဝံး, ဒီး visual media သ့ၣ်တဖၣ် Computer (Emails, Microsoft Office, and Other visual media)</li> <li>• ထီရီၤ- တၢ်သ့တၢ်ဘၣ်ဒ်အမ့ၢ် တၢ်မၤသကိးတၢ်ဒီး ပုၤအါဂၤ, တၢ်ဘျါရဲၣ်တၢ်ဂ့ၢ်ကီ, တၢ်ပဲာ်ထံနီၤဖးတၢ် , မၤတၢ်တုၤလီၤတီၤလီၤလၢတၢ်မၤအပူၤ General- Interpersonal, Problem solving, Analytical skill, and strong work ethic.</li> </ul>	<ul style="list-style-type: none"> <li>• မၤသကိးတၢ်ဒီးဂံၢ်ခိၣ်ထံးတၢ် ကရၢကရိ, ကရၢသဘျအ စ့ၤကတၢၢ် ၃ နံၣ် At least 3 years' working experience with CSOs/ CBOs and/ or NGOs.</li> </ul>
<p>Application Details</p>		
<p>Please send your CV and letter of interest to <a href="mailto:kedctl@yahoo.com">kedctl@yahoo.com</a>, and CC to <a href="mailto:benloithankornsakul94@gmail.com">benloithankornsakul94@gmail.com</a> Closing date of application will be on <b>October 12<sup>th</sup>, 2022</b>.</p>		