



# ကညီကုန်သုဆဲးလၢဝဲကျိၤ Karen Education and Culture Department

## မူဒါလီၤလၢဟံပနီၣ်ကွဲးဖျါ (Job Description)

### ၁.၀- မူဒါလီၤလၢအတၢ်မၤတက့ၢ် (Job Overview)

လီၤလၢ (Position)	ဝဲဒု (Bureau)	ဆုၤထီၣ်တၢ်ဟံဖျါဆူ (Reports To...)	ဟံးစုနဲၣ်ကျဲ (Supervises...)	တၢ်ဘူးတၢ်လဲ အပတီၢ် (Pay Grade)
<b>ကွဲတၢ်အိၣ်ဆူၣ်အိၣ် ချမူဒါခိၣ်</b> (School Health Officer)	<b>တၢ်တီၢ်ကျဲၤလီၤဆီ ဝဲဒု</b> (Bureau of Special Projects)	<b>ဝဲဒုခိၣ်</b> (Bureau Head)	<i>(Secondary Supervision)</i> <b>ကီၢ်ရၢၣ်-ကွဲတၢ်အိၣ်ဆူၣ် အိၣ်ချပုၤဘၣ်မူဒါ</b> <i>(District's School Health In-Charge)</i>	

### ၂.၀- တၢ်ဖဲးတၢ်မၤတၢ်ပညိၣ်တီၢ်ဟံ (Purpose)

ကွဲတၢ်အိၣ်ဆူၣ်အိၣ်ချမူဒါခိၣ်အံၤ ကမၤဆူၣ်ထီၣ်ကွဲတၢ်အိၣ်ဆူၣ်အိၣ်ချအတၢ်ဖဲးတၢ်မၤသ့ၣ်တဖၣ်လၢကုၣ်သုဆဲးလၢဝဲကျိၤအပူၤဒီးတခါန့ၣ်လီၤ. အဝဲကဟံဖျါမၤသကိးတၢ်ဒီး တၢ်ကရၢကရိဘၣ်ထွဲသ့ၣ်တဖၣ်ဘူးဘူးတၢ်တၢ်လၢ တၢ်ဒုးလိၣ်ထီၣ်ဖးထီၣ်ကွဲအတၢ်အိၣ်ဆူၣ်အိၣ်ချတၢ်ဖဲးတၢ်မၤအဆၢကတီၢ်န့ၣ်လီၤ. အတၢ်ဖဲးတၢ်မၤသ့ၣ်တဖၣ်ကဟံယုၣ်ဒီး တၢ်မၤဆူၣ်ထီၣ်က့ၤတၢ်ဒုးလိၣ်ထီၣ်ဖးထီၣ်ကွဲအတၢ်အိၣ်ဆူၣ်အိၣ်ချအဖီလံစံၣ် တၢ်ဒုးအိၣ်ထီၣ်တၢ်လီၤသမံသမိးကွဲအလံတံၤယု, ကွဲကရၢၤပူၤထံဒီးတၢ်ကဆဲးကဆီအတၢ်အိၣ်ယၤသ့ၣ်တဖၣ်ဒီး ကွဲအတၢ်အိၣ်ဆူၣ်အိၣ်ချအတၢ်ဖဲးအသနၢၣ်သ့ၣ်တၢ်ဖလၢ တၢ်ဟံလီၤအီၤလၢကွဲတၢ်အိၣ်ဆူၣ်အိၣ်ချအဖီလံစံၣ်အပူၤန့ၣ်လီၤ.

The School Health Officer will strengthen school health activities across the system. He or she will work cooperatively with the partner organizations during the school health implementation period. This will include strengthening the implementation of school health policies, school health assessment, WASH infrastructure, and other school health components as identified in school health policy.

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

## ၃.၁- မူဒါဒီးတံးဟံးမူဟံးဒါဒိန်သုန် (Core Duties and Responsibilities)

### တံးရဲန်တံးကျဲ Planning:

- ရဲန်ကျဲ ဒီတနံ့ညါတံးဟံးမူဟံးဒါဒိန်အကျဲသုန်တဖန်  
To prepare annual operation plan.
- ရဲန်ကျဲ တံးတိန်ကျဲအတံးဟံးမူဟံးဒါဒိန်တဖန်တခါစုန်စုန်  
To prepare the activities plan for each implementing project

### တံးပာဆောရဲန်ကျဲ Management:

- ဟုန်ကုန်ဟုန်ဖးဒီးဆိန်ထွဲမၤစၢၤ တံးဟံးမူဟံးဒါဒိန်တံးဟံးမူဟံးဒါဒိန်အကျဲသုန်တဖန်  
To provide feedback and support in the works and activities that are being implemented
- ကွန်ထွဲ ဒီးပဲာ်ထံနီၤဖး ကွီအတံးအိန်ဆုန်အိန်ချဲတံးဟံးမူဟံးဒါဒိန်တဖန် ဒီးပာ်ဖျါထီၣ်စွန်ကီးတံးကွန်ဆါဒါဒိန်မဲာ်လၢတံးဟံးမူဟံးဒါဒိန်အကျဲသုန်တဖန် ပုၤဟံးစုန်ကျဲတံးအိန်  
To monitor and analyze school health activities that are being implemented, together with the progress and difficulties encountered, and report to direct supervision.
- ထၢဖိန်ဒီးပာ်ကိာ်လၢ တံးဂုာ်တံးကျဲလၢဒိန်ဖျါထီၣ်ပုၤဒီး လၢလံာ်အပူၤ  
To compile and document soft and hard files, and make them up to date and assessable.
- နုးလိာ်ထီၣ်ဖးထီၣ်ဒီးဆိန်ထွဲမၤစၢၤ တံးတိန်ကျဲအတံးဟံးမူဟံးဒါဒိန်တဖန်  
To develop and support the implementation of the program activities.

### တံးနုးလိာ်ထီၣ်ဖးထီၣ်တံးဟံးမူဟံးဒါဒိန်တံးဟံးမူဟံးဒါဒိန် Implementation and Coordination:

- ရဲန်ကျဲ ဒီးတိန်ရိန်မဲာ် တံးထံာ်လိာ်တၢ်ပီၣ်တဲာ်ကိးအတံးအိန်ဖိန်ဒီး ခုန်အဲၣ်ယုာ်ပဲာ်ကျဲတၢ်ထွဲ, သိန်မ့ၢ်ကရူၢ်ကရၢ, ဂံၢ်ဒိန်ထံးကရူၢ်ကရၢ မၤတံးလၢကွီအတံးအိန်ဆုန်အိန်ချဲအသၢနၢၣ်သုန်တဖန်.  
To organize and facilitate coordination meeting with KNU's Department, relevant partners, and CBOs, CSOs working on school health related issues.
- တံးဟုန်တံးသုန်ညါနံၢ်ပာ် ဒီးတံးဟံးမူဟံးဒါဒိန်တဖန်တၢ်ပာ်ဖးဒီးကွီအတံးအိန်ဆုန်အိန်ချဲဖိလံာ်ဆုန် ဆု ကိာ်ရူၢ်ကိာ်ဆုန်ကုန်သု ပုၤဘၣ်မူဘၣ်ဒါကွီကမံးတံး, ကွီဖိမိာ်ပာ်ကွီသရဲန်ကရၢဒီးပုၤတၢ်ပီၣ်တဲာ်တဖန်  
To conduct meetings and trainings with regard to school health policy to district and township education personnels, school committees, parent teacher association and community members.
- ပဲာ်ထံနီၤဖးဒီးနုးအိန်ထီၣ်ကွီအတံးအိန်ဆုန်အိန်ချဲတံးသမံးအလံာ်စိန်စု  
To review and develop school health assessment logbook.
- တိန်ရိန်မဲာ် တံးနုးလိာ်ထီၣ်ဖးထီၣ် ကွီကရၢပုၤထံဒီးတံးကဆုကဆုအတံးအိန်ယၢၤသုန်တဖန် ဒီးတံးလိာ်အသိး  
To manage the implementation of WASH infrastructure where conducted
- ရူလိာ်မုာ်လိာ်သးဒီးကညီဒီကလုာ်စၢၤဖိန်ကရၢအဲၣ်ကျဲ, ကရၢမၤသိကိးတံးလၢအဘၣ်ထွဲတဖန် ဒီးCBOs/NGOs လၢ

တစ်ယူအါထိုင် မၤဂ့ၤထိုင်ကံၤစီဒီးတၢ်သ့တၢ်ဘၣ် လၢတၢ်ကရၢကရီအပူၤမ့ၢ်ဂ့ၤလၢတၢ်ချၢမ့ၢ်ဂ့ၤ

To liaise with KNU's departments, relevant partners, and CBOs/ NGOs in bringing capacity building support internally and externally.

- ကလူၤကွၢ်ထွဲသမံသမိးပုၤတၢ်အတၢ်ဖံးတၢ်မၤ ထီၣ်ဒီးဒုးပၣ်ယုၣ်ပၣ်ဂီၢ်အဝဲသ့ၣ်လၢတၢ်ဖံးတၢ်မၤအပူၤ

To continuously follow up with community and keep them engaged and involved with the project.

- ကတဲၣ်ကတီၤပၢ်ဝဲတၢ်ဟူးတၢ်ဂဲၤတၢ်ပၢ်ဖျါ ဒ် CBOs/CSOs and NGOs ကရၢမၤသကိးတၢ်တဖၣ် ဒီးဝဲၤဒ့သ့ၣ်တဖၣ် လိၣ်ဝဲအသိး

To prepare activity reports, as required for the CBOs/CSOs and NGOs that the department is working with.

**တၢ်ထုးစုနဲၣ်ကျဲၤ Supervision:**

- ဒ်အလီၢ်အိၣ်အသိး ရဲၣ်ကျဲၤဒီးတီၢ်ခိၣ်ရိၣ်ဝဲ တၢ်ပၢ်ထံၣ်နီၤဖးက့ၤပုၤမၤတၢ်ဖိအတၢ်ဖံးတၢ်မၤလၢအဟံးစုနဲၣ်ကျဲၤဝဲသ့ၣ်တဖၣ်  
To conduct annual performance appraisal with the subordinates he or she directly supervises as required.
- ဒုးအိၣ်ထီၣ်ဒီးပၤပၤတၢ်ဆဲးကျိးဆဲးကျါအဂ့ၤလၢပျီပူၤပုၤမၤတၢ်ဖိအဂီၢ်  
To guide and maintain smooth flow of communication with the field staff.
- ရဲၣ်ကျဲၤဒီးတီၢ်ခိၣ်ရိၣ်ဝဲ တၢ်မၤလိသ့ၣ်တဖၣ်ဆူ ပုၤမၤတၢ်ဖိမၤလၢကွၢ်အတၢ်အိၣ်ဆူၣ်အိၣ်ချတဖၣ်  
To organize and facilitate capacity building support with the subordinates, working on school health issues.

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

- ဆုၤတၢ်ပၢ်ဖျါလၢတၢ်ကတီၤမ့ၢ်ဂ့ၤ လၢတၢ်ကွဲးမ့ၢ်ဂ့ၤဆူပုၤဟံးစုနဲၣ်ကျဲၤ  
Regularly **report** verbally and in writing to the Bureau Head.
- ထီၣ်တၢ်အိၣ်ဖျိၣ် ဒီးတၢ်မၤလိသ့ၣ်တဖၣ်လၢအကြၢးထီၣ် မ့တမ့ၢ်ဒ်တၢ်မၤအထီၣ်ဝဲတဖၣ်  
Attend all relevant **meetings and workshops**, as appropriate or assigned.
- ယုၣ်တၢ်ခွဲးတၢ်ယၢ်လၢတၢ်ဖံးလိမၤဒီး, တၢ်သ့တၢ်ဘၣ်သ့ၣ်တဖၣ်  
Pursue **professional development** opportunities.
- ဟံးထီၣ်ဖိၣ်ထီၣ်တၢ်ဖံးတၢ်မၤအဂ့ၢ်အဂၤတဖၣ်ဒ်တၢ်ဟံးစုနဲၣ်ကျဲၤအီၤအသိး  
Conduct **other duties** as assigned by Supervisor.

**၃.၃- တၢ်မၤအလီၢ်အကျဲၤ (Work Location): တၢ်ဆဲးကျိးဝဲၤဒါး (Thay Bay Hta-KECD HQ Office and Mae Pa Communications Office)**

**၄.၀- တၢ်လိၣ်ဘၣ်ပတီၢ်လၢအကြၢးအိၣ်တဖၣ် (Minimum Requirements)**

<b>တၢ်ကူၣ်ဘၣ်ကူၣ်သ့</b> (Education)	<b>တၢ်သ့တၢ်ဘၣ်</b> (Skills)	<b>တၢ်လဲၤခိဖျိ</b> (Experience)
<ul style="list-style-type: none"> <li>• အစ့ၤကတၢၢ်ကဘၣ်ဖျိ ထီၣ်ဝဲ ပတီၢ်ထီၣ်ညါ Junior College (မ့) အပတီၢ်ဒီးသိးလိာ်သး At least completed Junior College (or) equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• ကျိၣ် (ကညီ- ဘျးဘျးဘျးဘျး ပယီၤ- Intermediate, အဲးကလံး- Intermediate Language (Karen- Fluent, Burmese-intermediate, English- intermediate)</li> <li>• ခိၣ်ဖျိထီၣ် (အံၤမ့ၤ, မၤခြီၤစိၣ်, ဒီး visual media သ့ၣ်တဖၣ် Computer (Emails, Microsoft Office, and Other visual media)</li> <li>• ထီၣ်ရီၤ- တၢ်သ့တၢ်ဘၣ်ဒ်အမ့ၢ် တၢ်မၤသကိးတၢ် ဒီးပုၤအါဂၤ, တၢ်ဘျါရဲၣ်တၢ်ဂ့ၢ်ကီ, တၢ်ဝဲၣ်ထံၣ်နီၤ ဖးတၢ်, မၤတၢ်တုၤလီၤတီၤလီၤလၢတၢ်မၤအပူၤ General- Interpersonal, Problem solving, Analytical skill, and strong work ethic.</li> </ul>	<ul style="list-style-type: none"> <li>• တၢ်လဲၤခိဖျိလၢတၢ်မၤသကိးတၢ် ဒီးဂံၢ်ခိၣ်ထံးတၢ်ကရၢကရိဘၣ် ဃးကိၣ်အတၢ်အိၣ်ဆူၣ်အိၣ်ချ့အစ့ၤကတၢၢ် ၃ နံၣ် At least 3 years' working experience with CSOs/ CBOs related to school health.</li> </ul>

**Application Details**

Please send your CV and letter of interest to [kedctl@yahoo.com](mailto:kedctl@yahoo.com), and CC to [benloithankornsakul94@gmail.com](mailto:benloithankornsakul94@gmail.com) Closing date of application will be on **October 12<sup>th</sup>, 2022**.