



Karen Education and Culture Department
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KECD Job Vacancy Announcement

Date: 28/ September / 22

The Karen Education and Culture Department (KECD) is looking for a committed and motivated person to join our team!

Job Position: Training In- Charge
Position Level: In-Charge (C)
Work Location: **Thay Bay Hta-KECD HQ and Mae Pa Communication Office.**
Job Code Number: N/A
Part-/ Full-Time: Full-Time

Overview of the Position: 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.

Main Duties:

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.

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.

(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, and CC to benloithankornsakul94@gmail.com post, hand before **Wednesday, October 12, 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.