



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: Community Mobilizing Officer
Position Level: Officer (D)
Work Location: Thay Bay Hta – KECD HQ Office
Job Code Number: N/A
Part-/ Full-Time: Full-Time

Overview of the Position: 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. Main Duties:

Planning:

- To prepare Annual Operational Plan.
- To prepare the activities plan for each implementing project

Management:

- To provide feedback and support in the works and activities that are being implemented
- 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.

Implementation and Coordination:

- To conduct awareness raising session with regard to KECD approaches to school committees, parent teacher association and community members.
- To mobilize communities to identify priority projects that will address their underlying vulnerabilities and needs.

- To liaise with local authorities, relevant partners to guide the implementation of school-based revolving fund.
- To liaise with KNU's departments, relevant partners, and CBOs/ NGOs in bringing capacity building support internally and externally.
- To continuously follow up with community and keep them engaged and involved with the project.
- To prepare the activity reports, as required for the CBOs/CSOs and NGOs that the bureau is working with.

Supervision:

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

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 benloithankornsaku194@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.