



**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:** School Health Officer  
**Position Level:** Officer (D)  
**Work Location:** **Thay Bay Hta- KECD HQ Office and** Mae Pa Communication Office.  
**Job Code Number:** N/A  
**Part-/ Full-Time:** Full-Time

### **Overview of the Position:**

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..

Main Duties:

#### **Planning:**

- To prepare annual operation 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 and analyze school health activities that are being implemented, together with the progress and difficulties encountered, and report to direct supervision.
- To compile and document soft and hard files, and make them up to date and assessable.
- To develop and support the implementation of the program activities.

## **Implementation and Coordination:**

- To organize and facilitate coordination meeting with KNU's Department, relevant partners, and CBOs, CSOs working on school health related issues.
- 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.
- To review and develop school health assessment logbook.
- To manage the implementation of WASH infrastructure where conducted
- 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 activity reports, as required for the CBOs/CSOs and NGOs that the department is working with.

## **Supervision:**

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

## **Other Tasks**

- Regularly **report** verbally and in writing to the Bureau Head.
- 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](mailto:kedctl@yahoo.com)**, and **CC to [benloithankornsaku94@gmail.com](mailto:benloithankornsaku94@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 weeks 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.