



ကညီကုန်သုဆေးလၢဝဲကျိ
Karen Education and Culture Department

မူဒါလီလၢဟ်ပနီၣ်ကွဲးဖျါ
 (Job Description)

၁.၀- မူဒါလီလၢအတၢ်မတကီၣ် (Job Overview)				
လီၢ်လၢ (Position)	ဝဲဒု (Bureau)	ဆၢထီၣ်တၢ်ဟ်ဖျါဆူ (Reports to)	ဟံးစုနဲၣ်ကျဲ (Supervises)	တၢ်ဘူးတၢ်လဲ အပတီၢ် (Pay Gade)
အံၣ်ကွဲးနံယၢၣ် (Construction Engineer)	တၢ်တိၣ်ကျဲလီၤဆီဝဲဒု (Bureau of Special Projects)	တၢ်သျှၣ်ထီၣ်ဘိထီၣ် တၢ်တိၣ်ကျဲမူဒါခိၣ် (Construction Project Coordinator)	နီၣ်တၢ် (None)	E
၂.၀- တၢ်ဖံးတၢ်မတၢ်ပညိၣ်တိၢ်ဟ် (Purpose)				
<p>The Construction Engineer manages and provides key technical guidance and support in KECD's infrastructure construction project at all stages of its project cycle. He/she regularly travels to the project areas and manages construction sites and follow-ups with local actors.</p>				
၃.၀- မူဒါ,တၢ်ဟံးမူဟံးဒါဒီးမူဒါတၢ်မ (Duties, Responsibilities and Tasks)				

၃.၁- မူဒါနီးတၢ်ဟံးမူဟံးဒါနိဉ်သ့ဉ် (Core Duties and Responsibilities)

Planning:

- Advise beneficiaries on best construction praxis, operation- and maintenance plan for sustainable infrastructure.
- Contribute to improved infrastructure designs, incorporating safe and child-friendly components.

Implementation:

- Support the roll-out of KECD's School Construction Guidelines (SCG).
- Produce good quality communication messages.

Supervision:

- Assess, monitor and evaluate related areas of interventions mainly in KECD's school infrastructure project and submit recommendations to the Project Co-ordinator.
- Assist M&E Manager to develop surveying guidelines and checklists.

Management:

- Follow-up all infrastructure management process related to implementing infrastructure – from assessment to project design, Bill of Quantity (BOQ), tender, implementation, site monitoring to final handover of site.
- Ensure the accuracy and quality of survey data gathered.
- Lead and guide Survey and Construction Teams in the field.
- Organize and facilitate technical trainings and capacity-building support to the project team.

Co-ordination:

- Maintain a good relationship with all relevant programme partners.
- Act as the focal point for the construction project in KECD's school construction project in co-ordination with Secretary of KECD and FAKES Project Co-ordinator.

၃.၂- တၢ်ဖံးတၢ်မ မူဒါနီး တၢ်ဟူးတၢ်ဂဲအုဉ်အကတဖဉ် (Other Tasks)

- Regularly **report** verbally and in writing to Supervisor and relevant partners.
- Attend all relevant **meetings and workshops**, as appropriate or assigned.
- Pursue **professional development** opportunities.
- Conduct **other duties** as assigned by Supervisor.

၃.၃- တာ်မအလီ်အကျဲ (Work Location): Mae Pa and/or Thay Bay Hta

၄.၀- တာ်လိာ်ဘာ်ပတီ်လအကြးအိာ်တဖာ် (Minimum Requirements)

တာ်ကျဲဘာ်ကျဲသ့ (Education)	တာ်သ့တာ်ဘာ် (Skills)	တာ်လဲးနီဖျိ (Experience)
<ul style="list-style-type: none">• At least an appropriate college qualification (or) equivalent.	<ul style="list-style-type: none">• Initiative and autonomy.• Co-ordination and networking.• Computer (e-mails, Microsoft Office, and other visual media).• Fluency in Karen, Burmese and English.• Interpersonal, problem solving, analytical skill, and strong work ethic.	<ul style="list-style-type: none">• At least 3 years working with non-profit community organization