



ကညီကုန်သုဆေးလၢဝဲကျိ
Karen Education and Culture Department

မူဒါလီလၢဟ်ပနီၣ်ကွဲးဖျါ
 (Job Description)

၁.၀- မူဒါလီလၢအတၢ်မၤတကျိၣ် (Job Overview)				
လီၤလၢ (Position)	ဝဲဒု (Bureau)	ဆၢထီၣ်တၢ်ဟ်ဖျါဆု (Reports To)	ဟံးစုနဲၣ်ကျဲ (Supervises)	တၢ်ဘူးတၢ်လဲ အပတီၢ် (Pay Grade)
တၢ်သုၣ်ထီၣ်ဘျီထီၣ်တၢ် တၢ်ကျဲးမူဒါခိၣ် (Construction Project Coordinator)	တၢ်တၢ်ကျဲးလီၤဆီ ဝဲဒု (Bureau of Special Projects)	ဝဲဒုခိၣ် (Bureau Head)	အံၣ်ကွဲးနံၣ်ယၢၣ် Engineer	D
၂.၀- တၢ်ဖဲးတၢ်မၤတၢ်ပညိၣ်တီၢ်ဟ် (Purpose)				
<p>The Construction Project Coordinator is ultimately responsible for all components of KECD’s infrastructure construction project at all stages of the project cycle. He/she regularly travels to the project areas and leads co-ordination with all relevant partners.</p>				
၃.၀- မူဒါ,တၢ်ဟံးမူဟံးဒါဒီးမူဒါတၢ်မၤ (Duties, Responsibilities and Tasks)				

၃.၁- မူဒါနီးတၢ်ဟံးမူဟံးဒါနိဉ်သ့ဉ် (Core Duties and Responsibilities)

Planning:

- Lead the assessment activities to identify and define requirements, scope and objectives.
- Analyse project risks and opportunities.
- Help prepare relevant budgets.
- Design and develop the KECD's school directory

Implementation:

- To carry out field implementation according to project deliverables and timeframes.
- Organize and facilitate technical trainings and capacity-building support for the Project Team Members.

Supervision:

- Together with the Engineer he/she will supervise construction projects and technical training.
- Ensure standards and requirements are met through conducting quality of project

Management:

- Oversee project procurement management.
- Together with the KECD Engineer, supervise construction projects and technical training.
- Monitor project progress and handle any issues that arise.
- Use tools to monitor working hours, plans and expenditures.
- Ensure standards and requirements are met through conducting quality of project evaluation.
- Prepare operational reports for partners (SDC).

Co-ordination:

- Co-ordinate project management activities, resources, equipment and information.
- Liaise with stakeholders to ensure smooth implementation of the project.
- Act as the point of contact and communicate project status to all participants.
- Organize and facilitate coordination meetings between partner (SDC Team) and the Department.
- Work together with School Health Officer to strengthen school health activities by promoting WASH in community.

၃.၂- တၢ်ဖံးတၢ်မ မူဒါနီး တၢ်ဟူးတၢ်ဂဲအဂ့ၢ်အဂတဖဉ် (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- တာ်မအလီအကျဲ (Work Location): **Mae Pa and/or Thay Bay Hta**

၄.၀- တာ်လိာ်ဘာ်ပတီ်လာအကြးအိာ်တဖာ် (Minimum Requirements)

တာ်ကျာ်ဘာ်ကျာ်သ့ (Education)	တာ်သ့တာ်ဘာ် (Skills)	တာ်လဲခီဖျိ (Experience)
<ul style="list-style-type: none"> • At least an appropriate college qualification or equivalent. 	<ul style="list-style-type: none"> • Languages (Fluency in Karen, Burmese and English). • Computer (strong working knowledge on Microsoft packages) • Solid organizational skills, including multitasking and time-management • General- Interpersonal, Problem solving, Analytical skill, and strong work ethic. 	<ul style="list-style-type: none"> • At least 3 years working CSOs/ CBOs and/or NGOs. • Proven work experience as a Project Coordinator or similar role • Experience in project management, especially in Education project • Hands-on experience with project management tools