



Karen Education and Culture Department
P.O. Box 4, Mae Sot, Tak 63110, Thailand
Email: kedctl@gmail.com, Website: www.kecdctl.org

KECD Job Vacancy Announcement

Date: 6/1/2023

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

Job Position: Construction Project Coordinator
Position Level: Programme Officer (D)
Work Location: Thay Bay Hta Office and/or Mae Pa Communication Office
Job Code Number: N/A
Part-/ Full-Time: Full-Time

Overview of the Position: 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.

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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.

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- Regularly **report** verbally and in writing to Supervisor and relevant partners.
- Attend all relevant **meetings and workshops**, as appropriate or assigned.

(See the Job Description on our website for more details of duties)

Contract Duration: Initially 1-year, 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, along with a cover letter and CV.
2. Submit them to **Bureau of the Secretary Head** by **E-mail: kedctl@yahoo.com** , and **CC them to benloithankornsakul94@gmail.com** by **Friday, January 20, 2023**.
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.