



# ကညီကုန်သုဆဲးလၢဝဲၤကျိၤ Karen Education and Culture Department

## မူဒါလီၤလၢဟံးပနီၣ်ကွဲးဖျါ (Job Description)

၁.၀ – မူဒါလီၤလၢအတ်မၤတက္ကီၣ် (Job Overview)				
လီၤလၢ (Position)	ဝဲၤဒု (Bureau)	ဆုၤထီၣ်တၢ်ဟံးဖျါဆူ (Reports To...)	ဟံးစုနဲၣ်ကျဲ (Supervises...)	တၢ်ဘူးတၢ်လဲ အပတီၢ် (Pay Grade)
လံာ်မိၢ်ပုၤသရၣ် ပုၤနဲၣ်တၢ် (Subject Trainer)	ဂံၢ်ခီၣ်ထံးပီညါဝဲၤဒု (Bureau of Basic Education)	တၢ်သိၣ်လိမူဒါ ခိၣ် (Training In-Charge)	နီၣ်တၢ် (None)	
၂.၀ – တၢ်ဖံးတၢ်မၤတၢ်ပညိၣ်တိၢ်ဟံး (Purpose)				
<p>The Subject Trainer main responsibilities are to plan and deliver subjects training, leadership and management course training to school principals, and other education staff, at field levels in the districts under the supervision of the Training In-Charge. They are also responsible to carry out and participate in other Basic Education activities as assigned by the Bureau and Units Heads.</p>				
၃.၀ – မူဒါ, တၢ်ဟံးမူဟံးဒါဒီး မူဒါတၢ်မၤ (Duties, Responsibilities and Tasks)				

## ၃.၁ – မူဒါနီး တာ်ဟံးမူဟံးဒါနိဉ်သ့ဉ် (Core Duties and Responsibilities)

### Planning:

- Prepare and plan for the specific subjects trainings at least once a year, as assigned by the Training In-Charge.
- Prepare and plan for the Leadership and Management Training, as assigned by the Training In-Charge.

### Management:

- Textbook record keeping (request form and list of textbooks) for all grades.

### Implementation:

- In cooperation with Training In-Charge, develop training materials for each subject.
- School observation and visit for the annual subject teaching plan for feedback and comment from schools.
- Assist in collecting feedback and suggestions from the specific subject trainings, and report back to the Training In-Charge.
- In cooperation with Training In-Charge, develop training materials and lesson for each Leadership and Management Training module.
- Conduct Leadership and Management Training post-assessment after 3 months period of training.
- Assist in collecting feedback and suggestions from the Leadership and Management Trainings, and report back to the Training In-Charge.
- Re-type all KECD textbooks in electronic format.
- Work with IT team for textbook proof reading, layout and design.
- Participate in curriculum workshops and trainings.
- Collect board exam school, student and teacher statistics and information needed for record (Grades 6, 9 and 12)
- Observe and visit new schools that apply to participate in board exam.
- Construct board exam question paper and answer.
- Assist in any other board exam activities assigned by the Bureau Head.

### Co-ordination:

### Supervision:

## ၃.၂ – မူဒါတာ်မာ အဂုအဂုတဖဉ် (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.

၃.၃ - တာ်မာ အလီ်အကျဲ (Work Location): Thay Bay Hta, with regular travel to Mae Pa Communications Office.

၄.၀ - တာ်လိာ်ဘာ်ပတီ်လာ အကြားအိာ်တဖာ် (Minimum Requirements)

<p>တာ်ကူာ်ဘာ်ကူာ်သ့ (Education)</p>	<p>တာ်သ့တာ်ဘာ် (Skills)</p>	<p>တာ်လာ်ခီဖို (Experience)</p>
<ul style="list-style-type: none"> <li>• Completed one of the KECD Higher Education Programs, or hold a university degree, or equivalent qualification, preferably in Education.</li> <li>• Hold Basic Teacher Trainings certificate/s (local or international).</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching and/ or Teacher Training Skills.</li> <li>• Good time management and organizational skills.</li> <li>• Good and effective communication skills with team, colleagues and good networking with external partners.</li> <li>• Good knowledge on developing contextualized learning and teaching materials.</li> <li>• Basic computer skills.</li> <li>• Familiar with Karen Education System.</li> <li>• Language skills:                             <ul style="list-style-type: none"> <li>○ Fluent in reading, writing, and speaking Karen.</li> <li>○ Intermediate English.</li> <li>○ Ability to communicate in Burmese (preferably).</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Teaching and/ or training experience.</li> <li>• Experience in developing teacher training materials and training delivery.</li> </ul>

၅.၀ - တာ်ဟ့ာ်တာ်ပျဲ (Approvals)

ဘဉ်တၢ်ကတီၤအီၤလၢ - (Prepared By:)	လိၢ်လၢ - (Position:)	မံၤကွဲးစဲ - (Signature:)	မုၢ်နံၤ - (Date:)
ဘဉ်တၢ်ဟံၣ်ဂၢၢ်ဟံၣ်ကျၢၤအီၤလၢ - (Approved By:)	လိၢ်လၢ - (Position:)	မံၤကွဲးစဲ - (Signature:)	မုၢ်နံၤ - (Date:)
ဘဉ်တၢ်ကတီၤအီၤလၢ - (Prepared By:)	လိၢ်လၢ - (Position:)	မံၤကွဲးစဲ - (Signature:)	မုၢ်နံၤ - (Date:)
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