



ကညီကုန်သုဆဲးလၢဝဲကျိၤ Karen Education and Culture Department

မူဒါလီၤလၢဟံးပနီၣ်ကွဲးဖျါ (Job Description)

၁.၀- မူဒါလီၤလၢအတၢ်မၤတက့ၢ် (Job Overview)				
လီၤလၢ (Position)	ဝဲၤဒု (Bureau)	ဆုၤထီၣ်တၢ်ဟံးဖျါဆူ (Reports To...)	ဟံးစုနဲၣ်ကျဲ (Supervises...)	တၢ်ဘူးတၢ်လဲ အပတီၢ် (Pay Grade)
တၢ်ဆဲးကျိးဒီး တၢ်ကတိၤန့ၢ်ခဲးတၢ် ပှၤတီၢ်ခိၣ်ရိၣ်ခဲးတၢ် (Communications and Advocacy Officer)	နဲၣ်ရဲၣ်ကရူၢ်ဝဲၤဒု (Bureau of the Secretary)	တၢ်ပၤဆုၤရဲၣ်ကျဲၤ ဝဲၤဒုၤဒုၤဝီမူဒါခိၣ် (Communication and Advocacy Manager)	နီၢ်တကၤ (None)	
၂.၀- တၢ်ဖဲးတၢ်မၤတၢ်ပညိၣ်တီၢ်ဟံး (Purpose)				
The Communication and Advocacy Officer will be responsible for gathering and disseminating information related to the organization's activities and initiatives. This role is crucial in ensuring that the organization effectively communicates its work to stakeholders and the wider community.				
၃.၀- မူဒါ,တၢ်ဟံးမူဟံးဒါဒီးမူဒါတၢ်မၤ (Duties, Responsibilities and Tasks)				

၃.၁- မူဒါနီးတၢ်ဟံးမူဟံးဒါခိၣ်သ့ၣ် (Core Duties and Responsibilities)

Key Responsibilities:

- Collect information from the focal communication officer and local partners related to the organization's activities and initiatives.
- Conduct regular field visits to gather information and insights about the local situation and share the findings with the organization.
- Provide relevant information and logistical support for advocacy trips.
- Prepare and send weekly reports on the organization's activities and progress to the relevant stakeholders.
- Provide information and updates on education news and information to the organization as required.
- Assist the organization in developing and implementing communication strategies to engage with the community and other stakeholders.
- Maintain good relationships with local partners, stakeholders, and community members.

၃.၂- မူဒါတၢ်မၤအဂ့ၢ်အဂၤတဖၣ် (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- တၢ်မၤအလီၢ်အကျဲ (Work Location): Communication Office and Thay Bay Hta Office

၄.၀- တၢ်လိၣ်ဘၣ်ပတီၢ်လၢအကြးအိၣ်တဖၣ် (Minimum Requirements)

တၢ်ကူၣ်ဘၣ်ကူၣ်သ့ (Education)	တၢ်သ့တၢ်ဘၣ် (Skills and requirement)	တၢ်လၢနီၣ်ဖျိ (Experience)
<ul style="list-style-type: none"> • Hold an associate degree from Junior College from KECD. 	<ul style="list-style-type: none"> • Writing and media literacy. • Knowledge of local language and customs is highly desirable. • Confidentiality and diplomacy. • Strong communication and interpersonal skills, with the ability to communicate effectively with a wide range of stakeholders. • Excellent organizational skills with the ability to manage multiple tasks and priorities. • Ability to work independently and as part of a team. • Willingness to travel frequently to the field and work in challenging environments. • Commitment to the organization's mission and values. 	<ul style="list-style-type: none"> • At least 3 years of experience in a communication-related role, preferably in a community development context.

၅.၀- တၢ်ဟ့ၣ်တၢ်ပျဲ (Approvals)

ဘၣ်တၢ်ကတီၢ်အီၤလၢ- (Prepared By:) _____	လိၢ်လၢ- (Position:) _____	မံၤကွဲးစဲ- (Signature:) _____	မ့ၢ်နံၤ- (Date:) _____
ဘၣ်တၢ်ဟံၣ်ဂၢၢ်ဟံၣ်ကျဲၤအီၤလၢ- (Approved By:) _____	လိၢ်လၢ- (Position:) _____	မံၤကွဲးစဲ- (Signature:) _____	မ့ၢ်နံၤ- (Date:) _____
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ဘၣ်တၢ်ဟံၣ်ဂၢၢ်ဟံၣ်ကျဲၤအီၤလၢ- (Approved By:) _____	လိၢ်လၢ- (Position:) _____	မံၤကွဲးစဲ- (Signature:) _____	မ့ၢ်နံၤ- (Date:) _____