



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: 29/ 6 / 23

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

Job Position: Mine Risk Education Officer (1 position)

Position Level: D

Work Location: Mae Pa Communication Office.

Job Code Number: N/A

Part-/ Full-Time: Full-Time

Overview of the Position: The Mine Risk Education (MRE) officer is responsible for leading the overall MRE activities of the Basic Education Bureau, such as trainings conducted on EORE/ MRE, recording training data and information, monitoring and evaluation of activities, preparing the required documents and reports, and leading the development of the Extra Curriculum to include EORE/ MRE and other topics as outlined in KECD curriculum framework. The MREO is also responsible for supervising the MRE Trainer – Districts level.

Core Duties and Responsibilities

Planning:

- Coordinate with the Head of BBE and the Curriculum and Learning Standard In-Charge for the planning and organizing of:
- EORE/ MRE trainings and monitoring and evaluation activities.
- Continuous professional development and other capacity development trainings.
- Extra- Curriculum development training and workshops.
- Identify relevant training/ workshops based on the needs from different Districts.
- Prepare Annual Operational Plans and budget proposals in regard to EORE/ MRE project.

Management:

- Collect and analyse the activity reports from the field and provide feedback and support.
- Provide and assist in preparing training activity reports for donors and partners.

Implementation:

- Develop training aids and teaching materials.
- Deliver relevant trainings, as necessary.
- Collect and file training activity reports and documents, including financial records.
- Support the Curriculum and Learning Standards In-Charge and Training In-Charge in developing relevant materials and activities.

Co-ordination:

- Coordinate with the DEOs for organizing EORE/ MRE trainings in each district area.
- Communicate and consult with local expertise on Extra Curriculum development.
- Coordinate with respective donors on project planning and design.

Supervision:

- Monitor and review EORE/ MRE staff activities.
- Lead in effective information-sharing among staff.
- In coordination with the Bureau Head, conduct staff appraisal and performance review for MRE staff.
- Ensure all HR policies and rules are respected and appropriate measures are taken if necessary.

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

Contract Duration: Initially 2-years, 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.
2. Submit it to **Bureau of the Secretary Head** by **E-mail: kedctl@yahoo.com** , and **CC to benloithankornsakul94@gmail.com** post, hand before **Wednesday 12th July of 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.