



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: Registrar (1 position)
Position Level: F
Work Location: Mae Pa Communication Office.
Job Code Number: N/A
Part-/ Full-Time: Full-Time

Overview of the Position: IHE Registrar is mainly responsible for; data collection of students and teachers statistics, coordinates with IHE program registrars for students' transcripts, certificates, modules, students' uniforms, and rules & regulations. IHE Registrar will work closely with Academic Affair Officer in information sharing, photo records, publishes IHE magazine, and calendar annually.

Core Duties and Responsibilities

Coordination

- Coordinates with IHE programs' registrars
- Keeps records of students and teachers information
- Coordinates with NGOs for books donations and print curriculums/modules and distributes it to programs twice a year
- Coordinates with programs' registrars for filing of students information for Students tracking

Data collection and filing

- Develops data collection templates
- Publishes students transcripts and enter the data into the templates
- Prepares, publishes, and distributes transcripts and certificates for students
- Collects and enter data of students and teachers information for each school

- Develop students and teachers ID cards and distributes it
- Give training to IHE programs' registrar
- Works together with Academic Affair Officer for entrance exam, mid-term, and final exams questions.
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Logistics

- Works together with BHE-Admin in school/office supplies purchases
- Works together with Academic Affair Officer in curriculum developments

Additional tasks relating to KRCEE and KECD

- Attends IHE meetings
- Writes reports to IHE leaders
- Writes quarterly reports to Head of BHE
- Prepare and writes Activity plan
- Attend meetings at KRCE, KECD, and IHE

(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** 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.