



ကညီကုန်သွမ်းလၢဝဲကျိၤ
Karen Education and Culture Department

မူဒါလီၤလၢဟံးပနီၣ်ကွဲးဖျါ
(Job Description)

၁.၀- မူဒါလီၤလၢအတၢ်မၤတက့ၢ် (Job Overview)

လီၤလၢ (Position)	ဝဲၤဒု (Bureau)	ဆုၤထီၣ်တၢ်ဟံးဖျါဆူ (Reports To...)	ဟံးစုန့ၣ်ကျဲ (Supervises...)	တၢ်ဘူးတၢ်လဲ အပတီၢ် (Pay Grade)
မ့ၣ်ပီၢ်တၢ်သိၣ်လိ မူဒါခိၣ် (Mine Risk Education Officer)	ကံၢ်ခိၣ်ထံးပိညါဝဲၤဒု (Bureau of Basic Education)	ဝဲၤဒုခိၣ် (Bureau Head)	မၤသကိးတၢ်ဒီး မ့ၣ်ပီၢ်တၢ်လီၤဘၣ်ယိၣ် သရၣ်ပှၤန့ၣ်တၢ် (<i>Secondary Supervision: DEO, MRE Trainers</i>)	D

၂.၀- တၢ်ဖဲးတၢ်မၤတၢ်ပညိၣ်တိၢ်ဟံး (Purpose)

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.

၃.၀- မူဒါ,တၢ်ဟံးမူဟံးဒါဒီးမူဒါတၢ်မၤ (Duties, Responsibilities and Tasks)

၃.၁- မူဒါနီးတၢ်ဟံးမူဟံးဒါနိဉ်သ့ဉ် (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.

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- တ်မအလီအကျ (Work Location): တ်ဆဲးကျိးဝဲးဒါး (Communications Office)

၄.၀- တ်လိာ်ဘာ်ပတီလအကြါးအိာ်တဖာ် (Minimum Requirements)

<p>တ်ကူာ်ဘာ်ကူာ်သု (Education)</p>	<p>တ်သုတ်ဘာ် (Skills)</p>	<p>တ်လဲးဒီဖို (Experience)</p>
<ul style="list-style-type: none"> Completed one of the KECD Higher Education Programs, or hold a university degree, or equivalent qualification, preferably in Education. <p>AND</p> <ul style="list-style-type: none"> Hold Basic Teacher Trainings certificate/s (local or international). 	<ul style="list-style-type: none"> Teaching and/ or Teacher Training Skills. Good time management and organizational skills. Good and effective communication skills with team, colleagues and good networking with external partners. Competent ability to develop contextualized learning and teaching materials. Competent in use of Basic Microsoft Office Suite. Language skills: <ul style="list-style-type: none"> Fluent in reading, writing, and speaking Karen. Intermediate English. Ability to communicate in Burmese (preferably). 	<ul style="list-style-type: none"> Teaching and/ or training experience. Experience in developing training materials and training delivery. Experience in curriculum development. Experience in planning and organizing training events. Experienced in working with education stakeholders along the Thailand – Burma border. Familiar with Karen Education System and context.

၅.၀- တ်ဟ့ာ်တ်ပျဲ (Approvals)

Length of Contract: 2 Year

Application Details

Please send your CV and letter of interest to kedctl@yahoo.com and CC to benloithankornsakul94@gmail.com

Closing date of application will be on July 12, 2022.