



ကညီကုန်သုဆေးလၢဝဲကျီ
Karen Education and Culture Department

မုဒါလီလၢပဝ်နီနကွဲးဖျါ
(Job Description)

၁.၀ - မုဒါလီလၢအတၢ်မၤတကျိန် (Job Overview)

လီလၢ (Position)	ဝဲဒု (Bureau)	ဆၢထီၣ်တၢ်ပၣ်ဖျါဆု (Reports To...)	တံးစုနဲၣ်ကျဲ (Supervises...)	တၢ်ဘူးတၢ်လဲ အပတီၢ် (Pay Grade)
တၢ်ဂ့ၢ်တၢ်ကျိၤဒီး တၢ်ကစီၣ်သနု ပၤဆၢတၢ်မုဒါမိၣ် (IT & Media Manager)	နဲၣ်ခွဲၣ်ကရၢၢ်ဝဲဒု (Bureau of the Secretary)	တၢ်ပၤဆၢရဲၣ်ကျဲၤ ဝဲဒုဒၢးဂ့ၢ်မိမုဒါမိၣ် (Administration In-Charge)	တၢ်ဂ့ၢ်တၢ်ကျိၤဒီး တၢ်ကစီၣ်သနု ပၤဘၣ်မုဘၣ်ဒါ (IT & Media Officer)	C

၂.၀ - တၢ်ဖဲးတၢ်မၤတၢ်ပညိၣ်တိၣ်ပၣ် (Purpose)

Works to support and enhance the operations and awareness of the Department through the application of various media tools and the development and maintenance of a sound IT infrastructure.

၃.၀ - မုဒါ, တၢ်တံးစုတံးဒါဒီးမုဒါတၢ်မၤ (Duties, Responsibilities and Tasks)

၃.၁ - မုဒါဒီးတၢ်တံးစုတံးဒါမိၣ်သ့ၣ် (Core Duties and Responsibilities)

- Planning:**
- Develop staff capacity building plan for IT literacy and digital safety
 - Collaboration with the Communication and Advocacy Unit, to develop the media production plan based on special events and the department's strategy.
- Management:**
- ကဘၣ်ကွၢ်ထွဲ ဝဲဒုဒၢးပၤမၤတၢ်ဖိ တၢ်ဖိတၢ်လံၤတဖၣ်လၢ အမ့ၢ် (computers, printers, etc)
Take care of office properties such as computers, printers, etc.
 - Manage and maintain the organization's IT infrastructure, including hardware, software, networks, and systems.
 - Update the website using WordPress, and manage the organization's social media profile, and presence in collaboration with the Communication and Advocacy Unit.

Implementation:

- Maintain the website; to include information on the organization, reflections on our activities and projects, interactive tools and media, etc.
- Take pictures and shoot videos at project locations to document KECD activities for reporting and advocacy purposes.
- Edit photos and videos following organizational needs and requests.
- Install and maintain a proper IT infrastructure at the KECD Central Office.
- Support the development and use of interactive tools such as wallpapers, screensavers, and e-cards to be included in the product portfolio of the KECD.
- Collect news and information related to education within the local areas.
- Conduct IT and media-related meetings and trainings, as required.

Co-ordination:

- Maintain professional internal and external relationships that meet organizational core values.

Supervision:

- Supervise IT & Media Officer under his/her job description.
- Make supervision trips to District and Township Offices as needed for maintenance and development of IT facilities and infrastructures.

၃.၂- မူဒါတ်မအဝုအဝါတဖန် (Other Tasks)

- Regularly report verbally and in writing to the Supervisor.
- Attend all relevant meetings and workshops, as appropriate or assigned.
- Pursue professional development opportunities.
- Conduct other duties as assigned by the Supervisor.

၃.၃- တ်မအလီအကျဲ (Work Location): တ်ဆဲးကျိးဝဲဒါး (Communications Office).

၄.၀- တ်လိန်ဘန်ပတီလအကြီးအိန်တဖန် (Minimum Requirements)

<p>တ်ကုန်ဘန်ကုန်သု (Education)</p>	<p>တ်သုတ်ဘန် (Skills)</p>	<p>တ်လဲဒီဖျိ (Experience)</p>
<ul style="list-style-type: none"> • At least Grade 12 high school certification. • At least 3 month’s IT training. 	<ul style="list-style-type: none"> • Ability to work in a non-profit environment. • A demonstrated use of intermediate computer operations (operating systems, databases, hardware installation, networks, etc.) and software packages (word 	<ul style="list-style-type: none"> • At least 1 year’s work experience with a relevant organization. • Strong understanding of various cultural aspects of the different societies in South-East Asia.

	<p>processing, spreadsheets, graphics, desktop publishing programs, photo & video manipulation programs, etc.)</p> <ul style="list-style-type: none"> • Must be fluent in S'gaw Karen and able to read, write, and understand basic English. • The ability to communicate in Burmese is a strong asset. • Able and willing to travel and work in conflict areas. • Ability to solve practical problems. 	<ul style="list-style-type: none"> • Familiarized with website design and uploading.
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၅.၀- တ်ဟ့ၣ်တ်ပျဲ (Approvals)

<p>ဘၣ်တ်က တီၤအီၤ လၢ - (Prepared By:)</p>	<p>လိၣ် လၢ - (Position:)</p>	<p>မံၤကွဲးစဲ- (Signature:)</p>	<p>မ့ၢ်နံၤ - (Date:)</p>
<p>ဘၣ်တ်ပၣ်ဂၢၢ်ပၣ်ကျၢၤအီၤ လၢ - (Approved By:)</p>	<p>လိၣ် လၢ - (Position:)</p>	<p>မံၤကွဲးစဲ- (Signature:)</p>	<p>မ့ၢ်နံၤ - (Date:)</p>
<p>ဘၣ်တ်က တီၤအီၤ လၢ - (Prepared By:)</p>	<p>လိၣ် လၢ - (Position:)</p>	<p>မံၤကွဲးစဲ- (Signature:)</p>	<p>မ့ၢ်နံၤ - (Date:)</p>
<p>ဘၣ်တ်ပၣ်ဂၢၢ်ပၣ်ကျၢၤအီၤ လၢ - (Approved By:)</p>	<p>လိၣ် လၢ - (Position:)</p>	<p>မံၤကွဲးစဲ- (Signature:)</p>	<p>မ့ၢ်နံၤ - (Date:)</p>