



Karen Education and Culture Department
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KECD Job Vacancy Announcement

Date: 29/ 4 / 24

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

Job Position: English Subject Trainer (1 position)
Position Level: (F)
Work Location: Thay Bay Hta Office or/ Mae Pa Communication Office.
Job Code Number: N/A
Part-/ Full-Time: Full-Time

Overview of the Position: The Subject Trainer's main responsibilities are to plan and deliver subject training, leadership, and management course training to school principals, and other education staff, at field levels in the districts under the supervision of the Training In-Charge. They are also responsible to carry out and participate in other Basic Education activities as assigned by the Bureau and Units Heads...

Main Duties:

Planning:

- Prepare and plan for the specific subjects' training at least once a year, as assigned by the Training In-Charge.
- Prepare and plan for the Leadership and Management Training, as assigned by the Training In-Charge.

Management:

- Textbook record keeping (request form and list of textbooks) for all grades.

Implementation:

- In cooperation with Training In-Charge, develop training materials for each subject.
- School observation and visit for the annual subject teaching plan for feedback and comments from schools.

- Assist in collecting feedback and suggestions from the specific subject training, and report back to the Training In-Charge.
- In cooperation with Training In-Charge, develop training materials and lessons for each Leadership and Management Training module.
- Conduct Leadership and Management Training post-assessment after 3 months period of training.
- Assist in collecting feedback and suggestions from the Leadership and Management Trainings, and report back to the Training In-Charge.
- Participate in curriculum workshops and training.
- Observe and visit new schools that apply to participate in the board exam.
- Construct board exam question paper and answer.
- Assist in any other board exam activities assigned by the Bureau Head.

(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 kecdhr@gmail.com** before **Monday 13 May 2024**.
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.