



Karen Education and Culture Department
P.O. Box 4, Mae Sot, Tak 63110, Thailand
Email: kedctl@yahoo.com, Website: www.kecdctl.org

KECD Job Vacancy Announcement

Date: 1/ April/ 2024

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

Job Position: IT and Media Manager
Position Level: C
Work Location: ThayBay Hta – KECD HQ Office/ Mae Pa Communication Office
Job Code Number: N/A
Part-/ Full-Time: Full-Time

Overview of the Position: 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.

Main Duties:

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:

- Take care of office properties such as computers, printers, etc.(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.

(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** by **Monday, April 15, 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.