



Karen Education and Culture Department
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KECD Job Vacancy Announcement

Date: 19/ June / 24

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

Job Position: Nursery Staff
Position Level: (E)
Work Location: Mae Pa Communication Office / Thay Bay Hta Central Office
Reports to: BBE Head and Training In-Charge
Part-/ Full-Time: Full-Time

Overview of the Position: The nursery staff's main responsibilities are to deliver the overall nursery activities, such as curriculum development, teacher training, and capacity development; collect, compile, and record nursery-related information and data; coordinate with partners; and communicate with stakeholders regarding nursery activities.

(Core Duties and Responsibilities)

Planning:

- Prepare and plan nursery training and activities in collaboration with nursery program partners.
- Prepare forms and materials for distribution to schools.
- Collaborate with the program head and finance team to prepare quarterly narrative reports and budgets.

Management:

- Keep record of the schools, teachers, and students' profile and statistic.
- Collect, compile, and record schools reports and activity documents.

Implementation:

- Develop training materials and lesson plans by working closely with the Training In-Charge.

- Lead in teacher training, skills-building training, and other important training.
- Conduct school observation, and monitoring trips for feedback and comments from schools at least once a year.
- Collect feedback and suggestions from the schools, teachers, and parents and write a report.
- Regularly communicate with the schools for updated information.

Co-ordination:

- Work closely with KWO in planning, developing, and implementing the nursery activities.
- Participate in any training and workshops that are related to nursery and child developments and policies.

Supervision:

- Supervise nursery teachers, parents, and school committees.

(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.

(Work Location): Thay Bay Hta, with regular travel to Mae Pa Communications Office.

Contract Duration: Initially 1 year, 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, CC to hr.kecd@gmail.com post before Sunday 30th of June 2024.**
3. Short-listed candidates will be invited for an interview and informed of the decision.
4. It is anticipated that the successful candidate will start their duties by **Monday 8th July 2024.**

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.