



ကညီကုန် သုဆေးလၢဝဲကျီ
Karen Education and Culture Department
မုဒါလီ လၢပဝ်နီနကွဲးဖျါ
(Job Description)

၁.၀ - မုဒါလီ လၢအ တၢ်မၤ တၢ်ကွီန (Job Overview)

လီလၢ (Position)	ဝဲဒု (Bureau)	ဆၢလီၤတၢ်ပၤဖျါဆု (Reports To...)	တံးစုနဲနကျဲ (Supervises...)	တၢ်ဘူးတၢ်လဲ အပတီၢ် (Pay Grade)
ကတီၤဆိကွီၤပုၤမၤ တၢ်ဖိ (Nursery Staff)	ဂံၢ်နီၣ်ထံးဝီ ညါဝဲဒု (Bureau of Basic Education)	တၢ်သိၣ်လိမုဒါနီၣ် (BBE Head and Training In-Charge)	နီတဂၤ (Nursery Teachers)	E

၂.၀ - တၢ်ဖံးတၢ်မၤ တၢ်ပညိၣ်တိၢ်ဝ် (Purpose)

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.

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

၃.၁ - မုဒါဒီးတၢ်တံးမုတံးဒါဒါနီၣ် သ့ၣ် (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.

၃.၂- မူဒါတ်မအဝုအဂတဖန် (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): Thay Bay Hta, with regular travel to Mae Pa Communications Office.

၄.၀- တ်လိန်ဘန်ပတီလအကြီးအိန်တဖန် (Minimum Requirements)

<p>တ်ကုန်ဘန်ကုန်သု (Education)</p>	<p>တ်သုတ်ဘန် (Skills)</p>	<p>တ်လဲခိဖို (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. • Hold Basic Teacher Training 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. • Good knowledge on developing contextualized learning and teaching materials. • Basic computer skills. 	<ul style="list-style-type: none"> • Teaching and/ or training experience. • Experience in developing teacher training materials and training delivery. • Previous experience working in a nursery or early childhood education setting.

	<ul style="list-style-type: none"> • Familiar with Karen Education System. • Language skills: <ul style="list-style-type: none"> ○ Fluent in reading, writing, and speaking Karen. ○ Intermediate English. ○ Ability to communicate in Burmese (preferably). 	
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၅.၀ - တာ်ဟ့ၣ်တာ်ပျဲ (Approvals)

ဘၣ်တာ်ကတီးအီးလါ - (Prepared By:) _____	လိာ်လါ - (Position:) _____	မံးကွဲးစဲ - (Signature:) _____	မုာ်နံး - (Date:) _____
ဘၣ်တာ်ပာ်ဂါာ်ပာ်ကျါးအီးလါ - (Approved By:) _____	လိာ်လါ - (Position:) _____	မံးကွဲးစဲ - (Signature:) _____	မုာ်နံး - (Date:) _____
ဘၣ်တာ်ကတီးအီးလါ - (Prepared By:) _____	လိာ်လါ - (Position:) _____	မံးကွဲးစဲ - (Signature:) _____	မုာ်နံး - (Date:) _____
ဘၣ်တာ်ပာ်ဂါာ်ပာ်ကျါးအီးလါ - (Approved By:) _____	လိာ်လါ - (Position:) _____	မံးကွဲးစဲ - (Signature:) _____	မုာ်နံး - (Date:) _____