



**Karen Education and Culture Department**  
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## **KECD Job Vacancy Announcement**

Date: 19/ 3/ 25

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

**Job Position:** Enumerator (15 Person)  
**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:** Founded in 1947, the Karen Education and Culture Department (KECD) provides education access to the Karen children and youth in Southeast Burma by working closely with the community teachers, leaders, parents and educational administrators at the district, township, and school levels. KECD administers schools in the seven districts under the administration of the Karen National Union (KNU): Doo Tha Htu, Taw Oo, Kler Lwee Htu, Mergui Tavoy, Mu Traw, Doo Pla Ya, and Hpa An. KECD is co-leading the Multi-Country Study: Pathways for Learning Research with Inclusive Education Foundation (InEd), and ERIC's research team. The Enumerator works with all support teams to collect, enter, and process high-quality data for educational research and learning assessment in the Karen Education Sector. This position requires travel to locations throughout designated KECD administered schools in any of the seven districts of the KNU during data collection and locations throughout Thailand.

### **Core Responsibilities**

- Participating in comprehensive training related to data collection methodologies and research tools
- Engaging in pilot testing and subsequent revision of assessment instruments
- Conducting quantitative data collection through surveys and questionnaires with students
- Facilitating qualitative data collection (KIIs and FGDs) with teachers and school leaders
- Conducting mixed-methods data collection such as classroom observations and child friendly focus group discussions

- Ensuring ethical research standards through proper consent processes and confidentiality measures
- Documenting contextual information and observations during field activities
- Meeting collection targets and deadlines while maintaining quality standards
- Entering data accurately and performing initial cleaning to resolve inconsistencies or errors
- Organizing all raw materials including questionnaires, notes, and consent forms
- Contributing to preliminary data analysis and maintaining regular communication with the research team

### **Essential Qualifications**

- Minimum junior college diploma
- Fluency in S'gaw Karen is required; English and Burmese proficiency is an advantage
- Strong computer literacy, particularly with data entry software and Microsoft Office
- Excellent attention to detail and commitment to data accuracy
- Strong interpersonal and communication skills
- Ability to work both independently and as part of a team
- Willingness to travel frequently to various locations within seven districts

### **Desirable Qualifications**

- Previous experience in data collection, research assistance, or similar field roles
- Knowledge of research methodologies and data collection techniques
- Familiarity with the Karen Education System and local cultural contexts
- Experience with online data collection tools and applications

Contract Duration:                      Initially 2 years

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](mailto:kedctl@yahoo.com)** , and **CC to [hr.kecd@gmail.com](mailto:hr.kecd@gmail.com)** before **on Sunday, 6<sup>th</sup> April, 2025.**
3. Please include "Enumerator Position" in the subject line.
4. 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.