



**Karen Education and Culture Department**  
P.O. Box 4, Mae Sot, Tak 63110, Thailand  
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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!

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**Job Position** : Research Coordinator  
**Work Location** : Thay Bay Hta Headquarter / Mae Pa communication office  
**Part-/ Full-Time** : Full-Time  
**Reporting to** : Supervisor  
**Number of positions available:** 1 person

### **Position Overview**

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 Research Coordinator oversees a comprehensive research project, supervising a team of enumerators, and providing technical support for educational research and learning assessment in the Karen State. This position requires travel to locations throughout Karen State and the ability to work in close collaboration with a wide variety of educational stakeholders.

### **Core Responsibilities**

- Managing communications between the research team and partner organizations
- Coordinating with KECD senior management to timely make decisions as needed

- Contributing to the research from tool development, data collection, data analysis, and reports
- Co-designing enumerator training and workshop in close collaboration with research partners
- Supervising enumerators and the delivery of field work in accordance with activity plans
- Monitoring resource allocation in accordance with proposed budgets
- Providing technical support for the research process as needed
- Proofreading, editing, and formatting research paper for publication
- Identifying challenges in the research process and implementing appropriate solutions

### **Essential Qualifications/ Experience**

- Bachelor's degree in education, social science, development, or a related field (Master degree preferred)
- Experience in the education/research field, ideally in or focused on a context of education in Emergencies
- Strong technical knowledge of research, Education in Emergencies, and the Karen Education System
- Demonstrated ability to support and develop a team to deliver results
- Experience working with people from diverse backgrounds
- Demonstrated ability to create strong and productive professional relationships, both internally and with community-based organizations and local communities
- Proven sound strategic thinking and planning skills, including ability to think creatively and be innovative, set priorities, manage work plans, and evaluate progress
- Advanced Fluency and literacy in S'gaw Karen and English are required.

Contract Duration:                      Initially 2 years

Payment and Benefits:                      A local stipend will be paid, based 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, 28<sup>th</sup> March, 2025.**
3. Please include "Research Coordinator 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.

