



Karen Education and Culture Department
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KECD Job Vacancy Announcement

Date: 23/ 4/ 25

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

- Job Position:** M&E Officer (1 Position)
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: The Monitoring and Evaluation Officer (M&E Officer) supports the M&E Manager to manage the monitoring and evaluation of ongoing project activities. The M&E Officer will also contribute to the strengthening of the M&E systems and tools, and reporting procedures. The M&E Officer will support M&E Manager in promoting the identification of learning for the improvement of the project and for wider information gathering to support the organization in reaching its objectives.

Core Responsibilities/ Main Duties:

Planning:

- Develop M & E plan based on the approved activity and budget plan

Management:

- To record, manage and preserve M&E data in a safe and accessible manner

Implementation:

- Ensure that the M&E reporting and data collection procedures are implemented.
- Ensure that implementation of field activities adheres to the project M&E system.
- To support the M&E Manager in analysing findings based on regular monitoring data.
- To perform regular field visits to ensure the quality of data collected, and to verify the accuracy of reported data, collect information related to educational events including, students' fellowship, educational exchange, mine risk education and education sensitization events, and any other information as assigned by M&E Manager.

- To assist the M&E Manager with report writing (monthly, quarterly and/or annually), including ensuring that narrative and quantitative reports are provided.
- To perform other M&E related tasks, as assigned by the M&E Manager.

Co-ordination:

Supervision:

- Supervise staff involved in M&E reporting and data collection.
- To support field staff in using respective tools and provide training in tools and procedures.

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.

Skills and Requirements

(Education)	(Skills)	(Experience)
<ul style="list-style-type: none"> • At least a college qualification or has equivalent experience related to the field work. 	<ul style="list-style-type: none"> • Basic Computer Skills. • Language Skills: (Karen - fluent, Burmese - basic, and English - basic). 	<ul style="list-style-type: none"> • Has experience working with local communities. • Has experience in organizing trainings and workshops. • Experience in collecting data using Microsoft Excel and Word.

(See the Job Description on our website for more details of duties)

Contract Duration: Initially 1-year

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 hr.kecd@gmail.com**, on **Wednesday, 30th April, 2025**.
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.