



# ကညီကုန်သုဆဲးလၢဝဲကျိၤ Karen Education and Culture Department

## မူဒါလီၤလၢဟံးပနီၣ်ကွဲးဖျါ (Job Description)

၁.၀- မူဒါလီၤလၢအတၢ်မၤတက့ၢ် (Job Overview)				
လီၤလၢ (Position)	ဝဲဒု (Bureau)	ဆၢထီၣ်တၢ်ဟံးဖျါဆူ (Reports To)	ဟံးစုနဲၣ်ကွဲး (Supervises)	တၢ်ဘူးတၢ်လဲ အပတီၢ် (Pay Grade)
WASH အံၣ်ကွဲး ယၢၣ်(WASH Engineer)	တၢ်တီၢ်ကွဲးလီၤဆီ ဝဲဒု (Bureau of Special Projects)	တၢ်တီၢ်ကွဲးလီၤဆီ ဝဲဒု မူဒါခိၣ် (Head of Special Projects Bureau)	နီၣ်တဂၢၤ (None)	D
၂.၀- တၢ်ဖဲးတၢ်မၤတၢ်ပညိၣ်တီၢ်ဟံး (Purpose)				
The Engineer manages and provides key technical guidance and support in KECD's WASH infrastructure construction project at all stages of its project cycle. He/she regularly travels to the project areas and manages construction sites and follow-ups with local actors.				
၃.၀- မူဒါ,တၢ်ဟံးမူဟံးဒါဒီးမူဒါတၢ်မၤ (Duties, Responsibilities and Tasks)				

## ၃.၁- မူဒါနီးတၢ်ဟံးမူဟံးဒါခိၣ်သ့ၣ် (Core Duties and Responsibilities)

### Planning:

- Advise beneficiaries on best construction praxis, operation- and maintenance plan for sustainable infrastructure.
- Contribute to improved infrastructure designs, incorporating safe and child-friendly components.

### Implementation:

- Support implementation of school WASH infrastructure according to the School Construction Guidelines (SCG).
- Produce good quality communication messages.

### Supervision:

- Assess, monitor, and evaluate related interventions, mainly in KECD's WASH infrastructure project, and submit recommendations to Head of Special Projects Bureau.
- Assist M&E Officer to develop surveying guidelines and checklists.

### Management:

- Follow up on all WASH infrastructure management processes related to implementing infrastructure—from assessment to project design, Bill of Quantity (BOQ), tender, implementation, site monitoring, and final handover of the site.
- Ensure the accuracy and quality of survey data gathered.
- Lead and guide assessment and Construction Teams in the field.
- Organize and facilitate technical trainings and capacity-building support to the project team.

### Co-ordination:

- Maintain a good relationship with all relevant programme partners.
- Act as the focal point for the School WASH infrastructure construction project in co-ordination with SMT members.

## ၃.၂- တၢ်ဖံးတၢ်မၤ မူဒါနီး တၢ်ဟူးတၢ်ဂဲၤအဝုၣ်အဂၤတဖၣ် (Other Tasks)

- Regularly **report** verbally and in writing to Supervisor and relevant partners.
- 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): တ်ဆးကျိးဝဲဒါး (Communications Office)

၄.၀- တ်လိာ်ဘၣ်ပတီၢ်လၢအကြးအိၣ်တဖၣ် (Minimum Requirements)

တၢ်ကူၣ်ဘၣ်ကူၣ်သ့ (Education)	တၢ်သ့တၢ်ဘၣ် (Skills)	တၢ်လဲၤခီဖျိ (Experience)
<ul style="list-style-type: none"> <li>At least an appropriate Engineering in Civil (or) equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>Initiative and autonomy.</li> <li>Co-ordination and networking.</li> <li>Design Drawing and Estimation skills on WASH infrastructures</li> <li>Computer (e-mails, Microsoft Office, and other visual media).</li> <li>Fluency in Karen, Burmese and English.</li> <li>Interpersonal, problem solving, analytical skill, and strong work ethic.</li> </ul>	<ul style="list-style-type: none"> <li>At least 3 years working with non-profit community organization in WASH infrastructure construction field</li> </ul>

၅.၀- တၢ်ဟ့ၣ်တၢ်ပျဲ (Approvals)

ဘၣ်တၢ်ကတီၤအီၤလၢ- (Prepared By:)	လိာ်လၢ- (Position:)	မံၤကွဲးစဲ- (Signature:)	မ့ၢ်နံၤ- (Date:)
ဘၣ်တၢ်ဟံၣ်ဂၢၢ်ဟံၣ်ကျါအီၤလၢ- (Approved By:)	လိာ်လၢ- (Position:)	မံၤကွဲးစဲ- (Signature:)	မ့ၢ်နံၤ- (Date:)
ဘၣ်တၢ်ကတီၤအီၤလၢ- (Prepared By:)	လိာ်လၢ- (Position:)	မံၤကွဲးစဲ- (Signature:)	မ့ၢ်နံၤ- (Date:)
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