



ကညီကုန်သုဆဲးလၢဝဲကျိၤ Karen Education and Culture Department

မူဒါလီၢ်လၢဟံၣ်ပနီၣ်ကွဲးဖျါ (Job Description)

၁.၀- မူဒါလီၢ်လၢအတၢ်မၤတက့ၢ် (Job Overview)

လီၢ်လၢ (Position)	ဝဲဒု (Bureau)	ဆုၤထီၣ်တၢ်ဟံၣ်ဖျါဆူ (Reports To...)	တၢ်ဘူးတၢ်လဲအပတီၢ် (Pay Grade)
တၢ်ကဟုကယၢ်ဖိသၢ် မူဒါခိၣ် (Safeguarding and Child Protection Officer)	ပုၤတတၢ်အတၢ်ပၣ်ဃုၣ်ပၣ်ဂီၢ် ၢ်ဒီးတၢ်ဆီၣ်ထွဲတၢ်မၤလိၣ်န့ၢ် တၢ်ဝဲဒု (Bureau of Community Engagement and Learning Support)	ဝဲဒုခိၣ် (Bureau Head)	D

၂.၀- တၢ်ဖဲးတၢ်မၤတၢ်ပညိၣ်တီၢ်ဟံၣ် (Purpose)

The Safeguarding and Child Protection Officer is responsible for ensuring that all children and young people involved in or benefited by the programs and activities of the Karen Education and Culture Department are protected from all forms of abuse, exploitation, neglect, and harm. The Safeguarding and Child Protection Officer will lead the development, implementation, monitoring, and continuous improvement of child safeguarding policies, procedures, and practices across KECD schools, offices, and partner institutions.

The Safeguarding and Child Protection Officer is also responsible for strengthening Karen (or) Kawthoolei child protection system, ensuring capacity building, developing response mechanisms, and providing oversight of service provision, referrals, and case management processes.

The role aims to create and maintain a safe, respectful, and child-centered environment that promotes the well-being, dignity, and rights of all children.

၃.၀- မူဒါ,တၢ်ဟံးမူဟံးဒါဒီးမူဒါတၢ်မၤ (Duties, Responsibilities and Tasks)

၃.၁- မူဒါဒီးတၢ်ဟံးမူဟံးဒါခိၣ်သ့ၣ် (Core Duties and Responsibilities)

- တၢ်ရဲၣ်တၢ်ကျဲၤ Planning:**
- To develop an annual training, workshop, and awareness sessions plan for child safeguarding
 - To prepare an IEC development plan for Child Safeguarding

တၢ်ဒူးလိၣ်တီၣ်ဖးတီၣ်တၢ်ဖံးတၢ်မၤ Implementation:

- Design and deliver child safeguarding training for teachers, staff, students, and school committee members.
- Promote awareness of child rights, child protection, and safe behaviors among children and adults.
- Support schools in establishing child-friendly reporting and feedback mechanisms.
- To take a facilitation role in reviewing and updating KECD's Child Safeguarding Policy, Code of Conduct, and related guidelines in line with KNU laws, community values, and international best practices.
- Ensure safeguarding policies, are translated into practical procedures and tools for schools, staff, and committee members.
- Support the integration of child safeguarding standards into all KECD programs and operations.

- Monitor compliance with KECD safeguarding policies across schools and departments.
- Conduct safeguarding risk assessments and recommend mitigation measures.
- Design and implement child protection case management programs in line with Karen or Kawthoolei child protection guideline.

တၢ်တၢ်ဆၢရဲၣ်က့ၣ် Case Management:

- Receive, document, and manage safeguarding concerns and complaints confidentially and sensitively.
- Conduct or support safe and ethical assessments of reported incidents.
- Coordinate appropriate responses, referrals, and follow-up actions, prioritizing the best interests of the child.
- Maintain secure and confidential safeguarding records and data.
- Liaise with relevant authorities, health services, and protection actors when necessary.
- Maintain updated service mapping for referrals and closely coordinate with other service providers.
- Supervise and manage caseworkers in providing child protection services, including case identification, registration, case planning, referrals, and case closure in line with Karen or Kawthoolei child protection guideline.

တၢ်မၤသကိးတၢ် Co-ordination:

- To participate in coordination meeting with educational organization partners and KNU-related departments to share KECD activities and plan as necessary.
- To liaise with relevant partners and donors on funding opportunities to strengthen child safeguarding activities.
- To coordinate with other relevant partners in the implementation of Child Safeguarding activities.
- To represent KECD at coordination meeting with in GBV/CPN Gender Based Violence/Child Protection Network (GBV/CPN).
- To prepare the activity reports and share with relevant stakeholders as needed.
- To attend other CBOs/ CSOs/ NGOs and other relevant partners' meetings and workshops as necessary.

၃.၂- တစ်ဖဲးတစ်မဲး မူဒါဒီး တစ်ဟူးတစ်ဂဲးအဝ်အဂဲးတဖ် (Other Tasks)

- Promote staff well-being and access to support services.
- Regularly report verbally and in writing to the supervisor.
- Attend all relevant meetings and workshops, as appropriate or assigned.
- Pursue professional development opportunities.
- Conduct other duties as assigned by Supervisor.

၃.၃- တစ်မဲးအလီအကျဲ (Work Location): တစ်ဆဲးကျိးဝဲးဒါး (Communications Office)

၄.၀- တစ်လိန်ဘန်ပတီလဲးအကြဲးအိန်တဖ် (Minimum Requirements)

တစ်ကူန်ဘန်ကူန်သ့ (Education)	တစ်သ့တစ်ဘန် (Skills)	တစ်လဲးခီဖျိ (Experience)
<ul style="list-style-type: none"> • At least completed a Bachelor’s degree in social work, education, psychology, law, community development, or a related field (or equivalent experience). 	<ul style="list-style-type: none"> • Advanced Language (Karen- Fluent, Burmese- Advanced, English- Advanced). • Computer (Emails, Microsoft Office, Data management tools, and Other visual media). • General- Interpersonal, problem-solving, Analytical skill, and a strong work ethic. 	<ul style="list-style-type: none"> • At least 2 years of working experience with KNU's Department/ CSOs/ CBOs/ NGOs who directly work with displaced communities. • At least 2 years of experience in child protection, safeguarding, education, or social services. • Previous experience in providing capacity-building and training for CP case workers is desirable. • Demonstrated experience handling sensitive safeguarding or protection cases. • Knowledge of child rights, child protection principles, and safeguarding standards.

၅.၀- တာ်ဟ့ၣ်တာ်ပျဲ (Approvals)

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(Prepared By:) _____ (Position:) _____ (Signature:) _____ (Date:) _____

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