



ကညီကုန်သွမ်းလၢဝဲကျိၤ
Karen Education and Culture Department

မူဒါလီၤလၢဟံးပနီၣ်ကွဲးဖျါ
(Job Description)

၁.၀- မူဒါလီၤလၢအတၢ်မၤတကျိၣ် (Job Overview)

လီၤလၢ (Position)	ဝဲၤဒု (Bureau)	ဆုၤထီၣ်တၢ်ဟံးဖျါဆူ (Reports To...)	ဟံးစုန့ၣ်ကျဲ (Supervises...)	တၢ်ဘူးတၢ်လဲ အပတီၢ် (Pay Grade)
တၢ်ဂ့ၢ်တၢ်ကျိၤဒီး တၢ်ကစီၣ်သန့ ပုၤဘၣ်မူဘၣ်ဒါ (IT & Media Officer)	န့ၣ်ရွဲၣ်ကရူၢ်ဝဲၤဒု (Bureau of the Secretary)	တၢ်ဂ့ၢ်တၢ်ကျိၤဒီး တၢ်ကစီၣ်သန့ ပုၤတီၢ်ခိၣ်ရိၣ်မဲတၢ် (IT & Media Manager)	နီၣ်တၢ်ဂၤ (None)	E

၂.၀- တၢ်ဖဲးတၢ်မၤတၢ်ပညိၣ်တိၢ်ဟံး (Purpose)

The IT & Media Officer assists the IT & Media Manager to support and enhance the operations and awareness of the Department through the application of various media tools and the development and maintenance of a sound IT infrastructure.

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

၃.၁- မူဒါနီးတၢ်ဟံးမူဟံးဒါခိၣ်သ့ၣ် (Core Duties and Responsibilities)

Implementation:

- Assist in maintaining and updating the website, including information on the organisation, reflections of our activities and projects, interactive tools and media, etc.
- Take pictures and shoot video at project locations to document KECD activities for reporting and marketing purposes.
- Edit photos and videos in accordance with organizational needs and requests.
- Assist in installing and maintaining a proper IT infrastructure at the KECD Central Office.
- Support the development and use of interactive tools such as wallpapers, screensavers and e-cards to be included in the product portfolio of the KECD.

Co-ordination:

- Maintain professional internal and external relationships that meet organizational core values.

၃.၂- မူဒါတၢ်မၤအဂ့ၢ်အဂၤတဖၣ် (Other Tasks)

- 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 the supervisor.

၃.၃- တၢ်မၤအလီၢ်အကျဲ (Work Location): တၢ်ဆဲးကျိးဝဲၤဒၢး (Communications Office).

၄.၀- တၢ်လိၣ်ဘၣ်ပတီၢ်လၢအကြးအိၣ်တဖၣ် (Minimum Requirements)

<p>တၢ်ကူၢ်ဘၣ်ကူၢ်သ့ (Education)</p>	<p>တၢ်သ့တၢ်ဘၣ် (Skills)</p>	<p>တၢ်လဲၤနီၤဖျိ (Experience)</p>
<ul style="list-style-type: none"> • At least Grade 12 high school certification. • At least 3 months of IT training. 	<ul style="list-style-type: none"> • Ability to work in a non-profit environment. • A demonstrated use of intermediate computer operations (operating systems, databases, hardware installation, networks, etc.) and software packages (word processing, spreadsheets, graphics, desktop publishing programs, photo & video manipulation programs, etc). • Must be fluent in S’gaw Karen and able to read, write and understand basic English. • The ability to communicate in Burmese is a strong asset. • Ability and willing to travel and work in conflict areas. • Ability to solve practical problems. 	<ul style="list-style-type: none"> • At least 1 year’s work experience with a relevant organisation. • Strong understanding of various cultural aspects of the different societies in South-East Asia.

Length of Contract: 2 Years

Application Details

Please send your CV and letter of interest to kedctl@yahoo.com and CC to hr.kecd@gmail.com

The application closing date is **June 26, 2026**.