



KAREN TEACHER WORKING GROUP(KTWG) ကညီကံသရ်မၤသကံးတၢ်ကရၢ်

P.O.Box 39 Maesariang, Mae Hong Son, Thailand 58110

Email: ktwghq@gmail.com

Website: ktwg.org

Tel/Fax: 053681440

Job Description: Education Assistance Officer

Position: Education Assistance Officer

Reports To: Education Assistance Coordinator

Reporting: Field Staff

Location: Mae Sariang

Pay Level: 0 3-1 – 0 3-3

Employment Type: Full-time

Working week and location

The role requires you to work a minimum of 40 hours a week, Mon-Fri, but due to the nature of the work, donors, and other demands, it often means working outside these hours / days.

The role is based in Mae Sariang, Thailand. There are occasional requirements within Thailand and program areas in Burma/Myanmar.

Role Summary

KTWG is a rapidly growing organization seeking enthusiastic, experienced, and dynamic individuals to support our long-term development.

The Education Assistant Officer works independently to maintain a high quality of performance within the database area. Key responsibilities include data collection, data entry, data evaluation, emergency response, and school renovation.

Key Responsibilities:

1. Data Collection, Data Entry, and Data Evaluation:

- Independently manage data-related tasks within the database area.
- Collect relevant data, enter it accurately, and evaluate its quality.
- Ensure data integrity and consistency.

Principle Responsibilities:

- 1. Supporting Effective Organization Operations:**
 - Work under the guidance of the Education Assistance Coordinator/Project Coordinator.
 - Assist in maintaining smooth organizational functioning.
- 2. Activity Preparation and Reporting:**
 - Collaborate with the Education Assistance Manager/Project Coordinator to prepare for program activities.
 - Contribute to activity reports.
- 3. Cooperation with Field Education Staff:**
 - Establish healthy working relationships with field education staff.
 - Facilitate successful implementation of educational initiatives.
- 4. Commitment and Dedication:**
 - Demonstrate a strong work ethic and commitment to the organization's mission.

Specific Duties:

- 1. Capacity Building Training:**
 - Deliver training sessions to education staff in the field.
 - Enhance their skills and knowledge.
- 2. Field Data Collection:**
 - Travel to the Karen State during challenging times.
 - Collect information about schools, teachers, and students.
 - Monitor and provide necessary training.
- 3. Data Input and Database Maintenance:**
 - Enter collected information into the computer system.
 - Ensure accurate and timely data input.
 - Contribute to a comprehensive database.

Additional Roles:

- 1. Office and Staff House Maintenance:**
 - Keep the office and staff house organized and tidy.
 - Provide support for office activities as needed.
- 2. Skill Enhancement:**
 - Attend workshops and training sessions related to education assistance programs.
 - Continuously improve knowledge and abilities.
- 3. Reporting:**
 - Prepare activity reports and quarterly summaries.
 - Contribute to transparent communication within the organization.

Qualifications and Experience:

- **Education:** A bachelor's degree in education is preferable.
- **Work Experience:** At least 2 years of experience in community or organizational work.

- **Technical Skills:** Proficiency in Microsoft Word, Excel, and Access.
- **Communication Skills:** Strong verbal and written communication abilities in Karen, Burmese, and English.

Personal Attributes:

- Ability to work collaboratively and efficiently.
- Commitment to the organization's mission and values

KTWG is a local NGO. KTWG strongly advocates for the equal opportunity and promotes a diversified and inspiring working environment.

A salary of 8,000 – 10,000 THB will be offered, dependent on background and experience.

For the candidates who are not living in Mae Sariang, shared accommodation may be provided at staff house.

Further information about KTWG can be found on our Facebook page or at <https://ktwg.org>

Start Date: **1st August 2024 or sooner if available.**

Application Process

To apply for this job please send your CV, cover letter and three professional references hr@ktwg.org, recruitment.ktwg@gmail.com, with the subject line “Application – Education Assistance Officer”.

Only shortlist applicants will be contacted.

Application Deadline – **15th August 2024**