



# KAREN TEACHER WORKING GROUP(KTWG) ကညီကံ့သရ်မသကံးတၢ်ကရူၢ်

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## Job Description: KTTC Teacher

**Position:** KTTC Teaching Skill Teacher

**Reports To:** KTTC Head/Principal

**Reporting:** KTTC Janitor

**Location:** Taungoo Karen Teacher Training College

**Pay Level:** 0 4-0

**Employment Type:** Full-time

### **Working week and location**

The role requires you to work a minimum of 40 hours a week, Monday to Friday 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.**

As a KTTC Teacher, you will play a vital role in teaching and training subjects/topics according to the scheduled timetable at KTTC. Additionally, you will actively participate in all KTTC program activities, support the Teacher Head and Vice Teacher Head in running the KTTC campus, and ensure compliance with KTTC rules and regulations. This position involves full-time work with the possibility of extra hours as needed.

## Key Responsibilities:

1. **Teaching Responsibilities:**
  - Deliver classes as per the scheduled time and subjects at KTTC.
2. **Compound Maintenance and Gardening:**
  - Lead compound cleaning and school gardening activities with KTTC students.
  - Take care of water and electricity systems as assigned by the Teacher Head.
3. **Record Keeping:**
  - Maintain accurate filing of school records and student documentation.
4. **Coordination and Communication:**
  - Assist in coordinating and communicating between students, Teacher Head, and Vice Teacher Head for related KTTC program activities.
5. **Teaching Schedule and Topics:**
  - Participate in planning teaching schedules/timetables and share training topics/subjects with other teachers.
6. **Student Support:**
  - Help oversee KTTC students and provide necessary support as needed.
7. **Campus Infrastructure Management:**
  - Take care of all buildings within the KTTC compound, including KTTC Girl Boarding house, Boy Boarding house, kitchen, and toilets.
8. **Material Requests:**
  - Timely request teaching materials or student necessities from the Teacher Head/Vice Teacher Head.

## Additional Roles

- Attend training sessions to upgrade teacher skills and other relevant topics.
- Ensure student security and safety during ground-level insecurity situations.
- Assist in managing emergency plans for teachers and students during high-security alerts.

## Required Skills and Qualifications

- Bachelor's degree in education or a relevant field.
- Excellent communication, interpersonal, and teamwork skills.
- At least 2 years of experience in teaching skill or teacher training.
- Proficiency in computer software programs, including Microsoft Word and Microsoft Excel.
- High levels of professionalism, innovation, energy, creativity, and flexibility.
- Excellent speaking and writing skills in Karen; fair proficiency in English and/or Burmese is desirable.
- Willingness to work flexible hours to support teachers and KTTC students.
- Ability to travel freely to field areas and occasionally to KTWG central office/Thailand for training and meetings.

## **Personal Attributes**

- Ability to work collaboratively and efficiently.
- Commitment to KTWG'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 6000-7000 THB per month will be offered, dependent on background and experience.

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

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

Start Date: 10<sup>th</sup> March 2025 or sooner if available.

## **Application Process**

To apply for this job please send your CV, cover letter and three professional references [hr@ktwg.org](mailto:hr@ktwg.org), with the subject line "Application – KTTC Teaching Skill Teacher".

Only shortlist applicants will be contacted.

Application Deadline - 4<sup>th</sup> April 2025