



# KAREN TEACHER WORKING GROUP (KTWG)

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

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## Job Description: KTTC Science Subject Educator

Position	KTTC Science Subject Educator
Report To	KTTC Principal
Reporting	KTTC Janitor
Location	KTTC- South, Doo Pla Ya District, Karen State
Pay Level	O4 ( 0 )
Employment Type	Full-time
Open Date	1 <sup>st</sup> April, 2026
Closing Date	17 <sup>th</sup> April, 2026

### 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 KTTC- South, Doo Pla Ya District, Karen State. There are occasional requirements within Thailand and program areas in Burma/Myanmar.

### Job Summary

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

As a KTTC educator, 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 School Principal and Vice Principal in managing and running the KTTC campus, and ensure compliance with KTTC rules and regulations. This position is full-time and may require additional working hours as needed.

### Key Responsibilities:

- Teaching Responsibilities:**
  - Deliver classes as per the scheduled time and subjects at KTTC.
- 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.
- Record Keeping:**
  - Maintain accurate filing of school records and student documentation.
- 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, Science, or a relevant field.
- Excellent communication, interpersonal, and teamwork skills.
- At least 2 years of experience in teaching Science Subject or teacher training in science Subject.
- 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 organization. KTWG strongly advocates for the equal opportunity and promotes a diversified and inspiring working environment.

A monthly salary of 6,000 THB – 7,000 THB will be offered, dependent on background and experience.

For the candidates who are not residing in Mae Sariang, shared accommodation will be provided. Further information about KTWG can be found on our Facebook page or at <https://ktwg.org>

**How to apply:** Interested candidates, please submit application including a letter of interest and complete curriculum Vitae to the Human Resource Department, Karen Teacher Working Group (KTWG). Po.Box 39 Maesaring, Mae Hong Song, Thailand 58110 or via email to [hr@ktwg.org](mailto:hr@ktwg.org) by 17<sup>th</sup> April, 2026 (Friday). Late application will not be considered.

Reference and background checks will be conducted for successful candidates. Only shortlisted candidates will be contacted. Karen Teacher Working Group is an equally opportunity employer. All qualified individuals are encouraged to apply.

*“The Karen Teacher Working Group has a zero-tolerance policy for violations related to Child Safeguarding and Protection from Sexual Harassment, Exploitation, and Abuse (PSHEA). All staff members must adhere to the Group’s Code of Conduct, which includes Child Safeguarding and PSHEA policies, at all times, both during and outside of working hours.”*