



<b>Job Title</b>	<b>Karen Peace Support Network’s Deputy Director</b>
<b>Report to</b>	<b>Director</b>
<b>Contract Duration</b>	<b>One-year contract (three-month probation)</b>
<b>Salary and Benefits</b>	<b>Based on experience and compatible with local rate</b>
<b>Deadline</b>	<b>31 January 2024</b>
<b>Contact</b>	<b>Resumes and cover letters can be sent to <a href="mailto:kpsn14@gmail.com">kpsn14@gmail.com</a></b>

**About KPSN:**

The Karen Peace Support Network (KPSN) is the largest network of Karen civil society organizations in Burma/Myanmar. For decades, KPSN member organizations have facilitated humanitarian support for vulnerable conflict-affected Karen communities, internally displaced persons (IDPs), and refugees. KPSN works to empower local Karen communities, document human rights issues, and facilitate advocacy for sustainable and equitable peace in Karen areas of Burma.

**Deputy Director:**

This is a full-time position based in Chiang Mai, Thailand. The post holder should be prepared to commit at least one year to KPSN with a three-month probation period and is expected to begin as soon as possible. The position primarily involves in assisting the KPSN Director as KPSN’s main liaison for campaigns, advocacy, and networking activities with different Karen community-based organizations/civil society organizations, ethnic organizations and other international actors.

He or she will be providing support for the organization and its network. The applicant should understand the local and ethnic context, have experience working on Burma issues, be highly motivated and flexible, and be able to work under pressure and with little supervision. The applicant should preferably have experience attending meetings and the ability to travel to represent KPSN.

### **Main Duties and Responsibilities:**

- Convene and organize emergency, quarterly and annual meeting for KPSN's Steering Committee and members.
- Coordinate with KPSN's Steering Committee in strengthening KPSN's networking activities with new Karen Community Based Organizations working on Karen related issues in Karen areas for new membership.
- Attend meetings, workshops or trainings of member organization, other ethnic network organization or international actors/donors when required.
- Coordinate and communicate with KPSN's Steering Committee for the development and preparation of project proposal in soliciting funds for KPSN's program activities.
- Coordinate with media coordinator and oversea media program.
- Represent KPSN as the spokesperson in any invited meetings or workshops by other CBOs/CSOs, international actors, and ethnic armed group organizations.
- Prepare quarterly, biannual, and annual organizational activities report in a timely manner and send it to KPSN's Steering Committee and member organizations.
- Work with the KPSN Director together in resolving any conflict/problem that emerges from within the organization.
- Perform other duties as it may be required or assigned by KPSN's director when necessary.

### **Knowledge and experience**

- A minimum of 3 years of working experience with NGOs or CBO/CSO in networking, advocacy and campaign related to Burma issues.
- Highly motivated, proactive, initiative-oriented and committed in working with conflict affected community, especially with IDPs and refugees, and Karen CBOs/CSOs, in particular KPSN's member organization, to help realize the local community's defined vision of peace in Karen areas.
- Strong interpersonal skills-willing to listen and work with others as a team member and provide any support/help.
- Strong commitment in organizational development to reach its goals/vision of peace and community empowerment.
- Strong leadership, management, and planning skills.

- Strong communication skills in Karen (Sgaw and Pwo), Burmese, and English; both in spoken and written.
- Strong computer skills (Microsoft words, excel, PowerPoint and others)

**Essential Skills and abilities:**

- University degree or high school diploma (IDP, Refugee)
- Valid travel documents
- Experience working with Karen CBO/CSOs, other ethnic organizations from Burma and international donors working in Burma.
- Knowledge of the human rights situation in southeast Burma.
- Self-motivated, well-organized, able to function under pressure, manage the above-mentioned responsibilities and work collaboratively in a multicultural environment.
- Experience working with human rights issues, Karen refugees and internally displaced persons (IDPs) communities from Karen areas of Burma due to conflict.