



Vacancy Announcement

Position:	Trainer
Duty Station:	Yangon and frequently travel to field offices
Starting Date:	As soon as possible
Salary:	750,000 MMK

Organizational Context

The Local Resource Centre (LRC) is an officially registered LNGO which is providing capacity development to civil society organizations (CSOs) in Myanmar. Major activities of the LRC include 1) providing relevant and up-to-date information to CSOs to improve the socio-economic development of members 2) creating space and opportunity for Civil Society Organizations to dialogue with respective stakeholders 3) providing technical assistance to promote accountability and good governance among CSOs, and 4) conducting participatory research to address issues and areas pertinent to civil society development.

The Local Resource Centre (LRC) is seeking a qualified and motivated individual to fill a vacancy in its office located in Yangon. The Trainer will be under the direct supervision of the respective supervisor. The contract duration is foreseen for 1 year, renewable annually based on personal and program/ project performance reviews.

Job Overview

The Trainer is mainly responsible for conducting the training on **Sexual and Reproductive Health** and support to the training teams under LRC implemented projects under the supervision of the Core Trainers.

Key responsibilities of Trainer

- Organize training activities, prepare and arrange training materials
- Prepare training reports with status of progress, salient findings and recommendations
- Coordinate with the training team for scheduling and training preparations
- Participate in project related coordination meetings as needed.
- Devise training programs according to organizational requirements
- Develop training schedules and agenda
- Determine course content according to objectives
- Prepare training material (presentations, worksheets etc.)
- Execute training sessions, webinars, workshops etc. in groups or individually
- Arrange for and conduct on-site training when needed
- Keep and report data on completed training courses including training outcome, challenges, recommendations, absences, issues... etc.
- Observe and evaluate results of training programs
- Determine overall effectiveness of programs and make improvements



General

- Be able to travel to project areas
- Other tasks as assigned by the Training Manager

POSITION REQUIREMENTS

I. Education

- Diploma/ bachelor degree

II. Work Experience and Skills

- One to two years of training experience in Sexual and Reproductive Health and value for other additional topics on Civic Education, accountability.
- Good communication skills with local authorities
- Good facilitations in the trainings with different background of participant's skills and knowledge

III. Language(s)

- Fluent Myanmar (written, typing and spoken)
- Effective English Language skills.

IV. Terms and Conditions:

- This position is a full-time role in LRC office, Yangon.
- There is a three-month probation period (unless waived or reduced).
- Employment conditions and entitlements are established to LRC policies and procedures.
- This position has 48 months of funding with the high likelihood of renewal.

V. Application information and requirements:

- This position was first advertised on **21 February 2019**.
- Deadline for applications is **7 March 2019**.
- Interested and qualified candidates for either position should send the following: 1) an *LRC Application Form*, 2) *Cover letter*, 3) *Curriculum Vitae*, and 4) *one current passport-size photo* with 3 referees (email/ contact telephone number) will be required at time of interview to LRC at the following address:

HR Officer: (hr@lrcmyanmar.org)

LRC main number: 09 253 397 749, 09 253 397 750

Local Resource Centre

2nd Floor, Building (99), Room (2A+B), Lamai Condo,

Myay Nu Street, Sanchaung Township, Yangon.

- Applications that do not follow the requirements will not be considered. Please do not email applications larger than 2MB.
- Only short-listed candidates will be contacted.
- Interviews will be conducted in early to mid - March 2019
- Start date for this position is 15th March 2019 or earlier



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Local Resource Centre

APPLICATION FORM FOR POSITION VACANCY
(Please complete the following details as fully as possible)

Position Name: _____

Date: _____

Name: _____

Contact details:

Home Phone Number:

Mobile Number:

Gender:

Date of Birth:

(D) (M) (Y)

Languages: (Please state fluent/conversation/poor)

Education:

(Please state educational qualification/ institution / year / major subject)

Key Skills:

Referees:

(Please provide the name and contact details for at least two referees)

Signature of Applicant
