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## Vacancy Announcement

<b>Position:</b>	<b>Local Coordinator (LVT Project)</b>
<b>Duty Station:</b>	<b>Hpa-an</b>
<b>Starting Date:</b>	<b>As soon as possible</b>

### Organizational Context

The Local Resource Centre (LRC) is an officially registered LNNGO 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 operational context under which the incumbent will work is the Vocational Skills Development Program (VSDP) launched by Swisscontact with funding from the Swiss Agency for Development and Cooperation (SDC). LRC will participate in the VSDP as an implementation partner for vocational training in Kayin State. The vocational training focusses on the needs of disadvantaged groups in rural and peri-urban areas, providing them with skills that are needed for employment and self-employment. This vocational skills development support will employ mobile training approaches, combined with informal apprenticeships provide them with concrete and marketable skillsets which are demanded by employers.

### Responsibilities and Accountabilities

Under the direct supervision of the Deputy Regional Coordinator, the Local Coordinator will have the following responsibilities and tasks within the Local Vocational Training (LVT) programme:

- In conjunction with assigned LVT Instructors, work as a team to coordinate the implementation of quality Vocational Training Courses in the relevant area of Kayin State.
- Support the LVT Instructors in all aspects related to the day-to-day implementation of the Vocational Training Courses.
- Participate in the training for, and ultimately deliver, life skills training sessions at the Vocational Training Courses.
- Participate in the training for, and ultimately deliver, business management sessions at the Vocational Training Courses.
- Provide individual support to the graduates in order for them to gain access to employment.
- Follow up with all graduates of the vocational training courses to collect information on their employment status and income up to 6 months after the graduation.
- Assist in the collection and entry of data collected in the field and provide timely reports to the Project Officer
- Offer ongoing capacity-building support and guidance to address implementation weaknesses.



- Undertake duty travel to destinations within Kayin State
- Any other tasks that may be required

### **Required Qualifications and Experience**

#### **Education**

- Myanmar national
- University degree in Social Science, Business or related field

#### **Experience**

- Minimum of 3 years work experience in LNGO and Civil Society operational coordination.
- Good knowledge of training and utilization of community mobilization and participatory tools.
- Experience and interest in working with people from disadvantaged backgrounds
- Good team building skills and experience.
- Demonstrable and proven problem solving skills.
- Computer literate (MS office applications).
- Knowledge on the context in the project area will be an advantage
- Must have a client-oriented and result-oriented mind-set, and uphold the programme values of caring, innovating, partnering, demonstrating competence, and working for positive change
- Capacity to work independently; sensitivity to participatory approach, gender issues; personal commitment; efficiency and flexibility
- Computer literacy, including Microsoft Office applications
- Ability to work under difficult conditions

#### **Languages**

- Excellent written and spoken Myanmar
- Good written and spoken English
- Knowledge of local languages
- Local residents from Kayin State are encouraged to apply

#### **Application information and requirements:**

- Deadline for applications is **23 March 2019**.
- Please identify your monthly salary expectation in your cover letter.
- 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 Associate: ([hr@lrcmyanmar.org](mailto: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 first - April 2019



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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:

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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)

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Key Skills:

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Referees:

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

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Signature of Applicant

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