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## Vacancy Announcement

<b>Position:</b>	<b>Deputy Regional Coordinator (LVT Project)</b>
<b>Duty Station:</b>	<b>Hpa-an (Kayin)</b>
<b>Starting Date:</b>	<b>As soon as possible</b>
<b>Salary:</b>	<b>800,000 – 830,000 MMK (based on experience)</b>

### **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 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 technical supervision of the Regional Coordinator in Kayin State and under the administrative supervision of the LRC Head Office in Yangon, the Deputy Regional Coordinator will oversee the field management and implementation of the Mobile Training Unit (MTU Component) of VSDP in Kayin State where LRC is responsible for its implementation. Specifically, the Deputy Regional Coordinator will implement following tasks:

1. Establish the Project Implementation Office in Kayin State, including setting up the office management structures and procedures
2. Participate in an introduction course for the project clarifying the implementation plan
3. Participate in the recruitment of qualified and competent personnel for the Project
4. Provide orientation, training and supervision to the Project Implementation Team in Kayin State to support them in performing their tasks as required and in line with the overall implementation plan
5. Work closely with the project team of Swisscontact and assist them if required
6. Liaise with government authorities and non-government stakeholders such as employers, training providers, ethnic, religious and social organizations to get their buy-in and support for the smooth implementation of the Project;

7. Coordinate with the local stakeholders in advertising and collecting applications from potential learners for training courses and participate in the initial screening of the applications
8. Ensure that all formal approvals are provided at the local level for the implementation of the training courses
9. In Coordination with the Project Officer, Ensure that all logistical arrangements for the implementation of training courses are made, prior, post and post training.
10. Supervise the Job Placement and Counseling Coordinator in updating labour market information on a regular basis and providing post-training support for job placement
11. Support a rigorous and standardized approach to collection and entry of data and provide timely report to Yangon
12. Monitor and evaluate the performance of team members and offer ongoing capacity-building support and guidance to address implementation weaknesses
13. Submit monthly reports on the implementation of the Project in Kayin State to LRC Yangon
14. Undertake duty travel to destinations within Kayin State and beyond
15. Implement any other tasks as required

### Education and Experience

- Myanmar national with a university degree preferably in Social Science, economics or similar subject
- Minimum of 5 years work experience in Local or International NGOs, with experience of operational coordination.
- Very good knowledge of training, utilization of community mobilization and participatory tools.
- Solid experience with planning, , monitoring and evaluation, as well as management of staff
- Good communication skills with the ability to draft clear and concise reports.
- Ability to give high levels of attention to detail and quality in all aspects of work.
- Proven analytical and problem solving skills.
- Good English and Myanmar skills oral and written, with the ability to translate English to Myanmar and vice versa.
- Computer literate (MS office applications and database management).
- Knowledge and experience with project management would be a distinct advantage.

### 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:

- This position was first advertised on **8<sup>th</sup> October 2019**.
- Deadline for applications is **21<sup>st</sup> October 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 October 2019
- Start date for this position is **November 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:

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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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