



THE
LUTHERAN
WORLD
FEDERATION
World Service
member of **actalliance**

The Lutheran World Federation Myanmar Program

JOB ANNOUNCEMENT

Position title: Training Officer
Responsibility level: Grade 5
Report to: Training Coordinator
Duty station: Yangon
No of Persons: One

Background

LWF proactively works with partners to address displacement, poverty, and injustice, including promotion of gender equality and climate resilience

The Lutheran World Federation (LWF) is an international non-governmental organization serving the people of Myanmar since 2008 and Lao PDR since 2012. We are a rights-based humanitarian and development organization. Therefore, at the centre of everything we do are the people involved in and affected by our work: internally displaced persons, returnees, host communities, remote ethnic minorities, and marginalized populations. LWF engages with and supports duty-bearers while empowering partner individuals, households, and community development organizations to claim their rights and become more resilient. Within the LWF Strategy 2019-2024, our work spans the realms of humanitarian assistance, recovery, and long-term development, building upon three interrelated programmatic areas: Livelihoods; Quality services; and Protection and social cohesion.

Publicity must explain how the rights-based empowerment process is implemented and how it facilitates individuals and communities to impart transformational and long-term changes in their lives. LWF's programming seeks to highlight the whole family and the equal role of women and men in decision-making processes. Publicity outputs highlight partnership among donors, Act Alliance members, duty-bearers, communities, and families for the betterment of humanity. Outputs are necessary for donor accountability, resource mobilization, advocacy, capacity building, giving community members a voice, and for demonstrating social engagement among disparate ethnic groups to advance peace building efforts.

Job Summary:

Under the overall supervision of the Program Coordinator and direct supervision of the Training Coordinator, the Training Officer is responsible for assisting to develop, plan, organize, facilitate, and report on training service delivery to communities, development partners (NGO and duty-bearer clients), and LWF staff. The Training Officer works in a team of peers in collaboration with other LWF units and sub-offices. This is an intense and hand-on technical position without direct supervisory responsibility. The Training Officer is based in Yangon, but is required to undertake frequent travel.

Main responsibilities

Areas of responsibility	Performance expectations
Conduct marketing activities for the training program	<ul style="list-style-type: none">Develop training marketing strategies and plans such as brochures, leaflets, feature story, email, or website

	<ul style="list-style-type: none"> • Report on the training market window and identify competitive strategies to lead the training market in Myanmar Artisan Toolkit service delivery, community organizing & development, people empowerment, rights-based approach, participatory methods in poverty reduction, participatory learning and action, practical project management, etc. • Regularly update marketing trends and improve existing training service delivery
Organize training needs assessments (TNA) for clients	<ul style="list-style-type: none"> • Coordinate with client agencies to collect training need assessments for their staff through meetings with supervisor, questionnaires, and workshops • Prepare TNA reports for clients with analysis that demonstrates the practical need for further training • Keep updating TNAs through discussion with staff/supervisor and results of performance appraisals, staff development trends, goals and approaches
Lead the development of training curricula, lesson plans, materials, and packages for clients	<ul style="list-style-type: none"> • Using TNA results, design and propose training curricula and lesson plans in coordination with other staff in Training Unit and client agencies Conduct desk research on creative training materials and methods • Train other staff on material development • Support the team to develop training material and packages • Assist in prototyping and piloting existing and new training modules, content, and resources • Assist to develop new training material • Build and test an inclusive training model that can be applied to artisans with different backgrounds, experiences, and learning levels • Assist to identify opportunities and challenges during pilot trainings • Monitor progress of participants and identify opportunities and challenges for making modifications
Assist to conduct training service delivery	<ul style="list-style-type: none"> • Identify possible facilitators/ trainers per the technical requirements of different topics • Participate in facilitation team activities, including delivering workshops / trainings on community organizing and development, empowerment, participation, ToT, leadership and management, etc. • Make sure all training events have minute takers, photos, and other evidence for training reports
Assist in training manual preparation and development	<ul style="list-style-type: none"> • Lead in designing the proposed layouts, contents, graphic, pictures, drawings, and other elements • Translate between Myanmar and English
Assist in managing the digital learning management system	<ul style="list-style-type: none"> • Assist in developing an online self-learning training course • Orient newcomers to the LWF learning management system • Keep track of training enrolments and progress of participants
Train staff in planning for the monitoring of follow-up activities post-training	<ul style="list-style-type: none"> • After each training, make sure all participants have personal action • Prepare training reports and submit to project holders or clients on time • Draft training follow-up plans, schedules, and practical field trainings • Prepare training follow-up reports, with proposed improvements and actions • Collect the monthly staff capacity building list from Area Office
Support the training of LWF staff on key programming issues	<ul style="list-style-type: none"> • Develop training curricula on issues such as gender, rights-based approach, climate change adaptation, climate justice, health, and other topics in collaboration with technical leads • Lead training workshops for LWF staff on these topics as requested • Document internal LWF trainings and facilitate follow-up actions

Networking and representation	<ul style="list-style-type: none"> • Contact other training institutions in order to seek more experiences in training development and management • Participate in networking meetings and coordination mechanisms
Others	<ul style="list-style-type: none"> • Carry out any other tasks as assigned by supervisor

Qualifications and experience

- Bachelor's degree in formal education, rural development studies, or related fields
- At least two years of experience in development work, especially in rural community development
- At least two years of experience in community and staff training
- Relevant working experience in training design
- Ability to speak, read and write in English
- Strong understanding and experience in business and finance. Understand the needs/challenges/motivations that micro/small business owners experience and be able to address those through training
- Experience in working cross-culturally and with disadvantaged communities desired

Skills and competencies

- Strong verbal and written communication skills required in both English and Myanmar
- Ability to lead groups through ambiguity and hold a space for learning and develop creative problem-solving
- Excellent interpersonal skills to facilitate a meaningful learning experience; confidence, flexibility, listening skills, able to work with different/difficult personalities
- Positive attitude, self-motivated, outgoing, energetic and enjoy working with people
- Team spirit and attitude of service. Motivation to assist most vulnerable people in rural areas to improve their standard of living
- Computer literacy in MS Office; desktop publishing a plus but not required
- Willingness to travel frequently, including to rural areas

LWF Myanmar has immediate vacancy for this position. Therefore, Myanmar citizens fulfilling the above requirements are requested to submit an application letter, full CV, copy of NRC, a recent photo, name and contact details of 3 references (one reference must be from current employer), your email and / or telephone number and address. Applications not containing these documents will not be shortlisted.

Lutheran World Federation is an equal opportunity organization, and qualified women, persons with disabilities and diverse gender identities are encouraged to apply.

For detailed information of LWF Myanmar Program, please visit <https://myanmar.lutheranworld.org>

Applications can be submitted via email to hr.myanmar@lutheranworld.org or at any one of the following Lutheran World Federation Myanmar offices.

1) LWF- Yangon Office
No.11, Kan Street, (6) Ward, Hlaing Township, Yangon.

2) LWF– Sittwe Office
House No.278, Thit Sar Street, North San Pya Ward, Pyi Taw Tar Quarter, Sittwe, Rakhine State, Myanmar.

3) LWF – Chin Office
No.552, Tha Khin Aung Min Street, West Ward, Mindat Township.

4) LWF – Kayin Office
No. 6/833, Corner of Sein Si Mya Street and Hpa Yar Street, 6 Ward, Hpa An Township.

5) LWF– Ann Office No. (16), Yadanar Street, 5 Ward, Ann Township.

Note: Only shortlisted candidates will be contacted for written test and interview. The shortlisted candidates have to bring the updated education certificates for interview.

Application Deadline: 25th August 2022; 5:00 pm (MMT)