



## The Lutheran World Federation Myanmar Programme

### JOB DESCRIPTION

<b>Position title:</b>	<b>Training Coordinator</b>
Responsibility:	Grade 6
Report to:	Programme Coordinator
Duty station:	Yangon

### Background

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

The Lutheran World Federation (LWF) is an international non-governmental organization serving the people of Myanmar since 2008. We are a rights-based humanitarian and development organization. Therefore, at the centre of everything we do are the people we serve: internally displaced persons, returnees, host communities, remote ethnic minorities, and marginalized populations. LWF engages with 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.

### Job summary

Under the direct supervision of the Programme Coordinator, the incumbent will manage the LWF Myanmar Training Team, which supports capacity building trainings for LWF staff, partners, and outside agencies. They will manage and work to expand the scope of training activities implemented with local and international development organizations, including partners in the Myanmar Artisan Toolkit and UNWomen initiatives. Responsibilities include supervision of the training unit, project management, strategic marketing, overseeing the quality of training activities, building capacities of LWF and partner service providers, and networking with partners.

The Training Coordinator will work in a team with other Yangon-based technical support staff, as well as the resource mobilization and communications teams. The position is based in Yangon, but involves a substantial amount of travel (as feasible).

## Main responsibilities

Areas of responsibility	Performance expectations
<p>Team Leadership (manage and build capacity of Training Team)</p>	<ul style="list-style-type: none"> <li>• Provide individualized and group coaching, training, and supportive supervision to the LWF Training Team</li> <li>• Ensure the LWF Trainers have a clear understanding of their roles and responsibilities and manage staff scheduling and workloads</li> <li>• Lead participatory staff performance appraisals in line with individual staff development plans</li> <li>• Regularly monitor and follow-up training activities through <i>in situ</i> observation, mentoring, and reporting</li> </ul>
<p>Service Delivery (supervise implementation of trainings facilitated for LWF and partner agencies)</p>	<ul style="list-style-type: none"> <li>• Oversee the implementation of training needs assessments undertaken by the Training Team</li> <li>• Provide technical guidance to Training Team on design of training curricula, methodologies, and lesson planning</li> <li>• Supervise development of technically sound and targeted training materials and packages for proposed partners, in partnership with Communications Coordinator to adhere to the LWF branding guidelines</li> <li>• Observe and provide technical guidance and mentoring in the delivery of trainings by LWF and partner agencies</li> <li>• Support the capacity of partner implementing agencies and duty-bearers on livelihoods (and other related) training</li> <li>• Promote the planning for follow-up activities in partner communities, and work with the Planning, Monitoring, Evaluation, and Reporting unit to establish and systematize processes for assessing tangible impact of trainings on improved rural livelihoods through surveys and other methods</li> </ul>
<p>Human Resource Development (support preparation of the staff development plan and coordinate its implementation)</p>	<ul style="list-style-type: none"> <li>• Assist the Human Resources Development Officer to prepare the annual overall staff development plan</li> <li>• Assess the training needs of staff, communities, partners, and other development actors by working closely with all trainers and involved staff at the project level of LWF or other institutions</li> <li>• In collaboration with unit heads/supervisors, design and implement targeted in-house training events for LWF Myanmar staff, across thematic areas (e.g. rights-based empowerment / graduation, livelihoods, gender / disability inclusion, “local-to-global” approach, climate resilience, social cohesion, humanitarian principles, disaster risk reduction, and other areas), based on staff appraisals, needs assessments, staff development plans, and existing strategies and guidelines</li> <li>• Facilitate and/or organize trainings for LWF staff and partners, including trainings, forums, seminars, and workshops</li> <li>• Collaborate with partners to prepare trainings, as needed</li> <li>• Collect and maintain files on relevant internal and external training materials and partners (including maintain the online training repository)</li> </ul>
<p>Project management</p>	<ul style="list-style-type: none"> <li>• Directly manage projects and/or oversee staff who manage projects in line with grant agreements, reporting requirements, workplans / budgets, procurement, and financial monitoring</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure that the Project Dashboard(s) is properly used to ensure systematic management and availability of project data</li> </ul>
<p>Programme sustainability (lead strategic marketing to ensure training unit is self-financed)</p>	<ul style="list-style-type: none"> <li>• Assess the comparative advantages of LWF Myanmar vis-à-vis competitor agencies</li> <li>• Collect strategic data on LWF’s training activities</li> <li>• Develop and implement the LWF training marketing strategy, including maintaining a marketing channel database and training marketing assessments</li> <li>• Innovate curricula in response to shifting development contexts and technical approaches</li> <li>• Produce marketing leaflets, catalogues, and pricing guides for marketing purposes, in close collaboration with the Communications Officer</li> <li>• Network with partner agencies and seek innovative opportunities for expanding the size of the training team and its programming</li> <li>• Plan and/or participate in sectoral forums to promote learning and training for clientele</li> </ul>
Online data management	<ul style="list-style-type: none"> <li>• Maintain the library of LWF Myanmar’s training materials and curricula through the Online Training Repository</li> <li>• Maintain the Myanmar Artisan Toolkit website, ChatBot, and Facebook page</li> <li>• Gain familiarity with and promote Act Alliance FABO training system</li> </ul>
Networking and representation	<ul style="list-style-type: none"> <li>• Actively participate in relevant capacity-building and human resources development forums nationally and internationally</li> <li>• Serve as a technical resource for duty-bearers, donors, NGOs, and other institutions on related issues</li> <li>• Network with other training institutions, duty-bearers, donors, NGOs and other development actors to seek areas of collaboration</li> </ul>
Storytelling / publicity	<p>Publicity is required for learning / horizontal networking, donor accountability, resource mobilization, advocacy, and peacebuilding</p> <ul style="list-style-type: none"> <li>• Actively utilize LWF Myanmar’s communications outputs, including short-films, as training materials</li> <li>• Include storytelling (photography, short-films) in workplans and budgets</li> </ul>
Others	<ul style="list-style-type: none"> <li>• Assist in providing leadership to staff in utilizing and following programme guidelines on implementation, writing style, branding, and file management</li> <li>• Perform any additional tasks assigned by direct supervisor</li> </ul>

### Required qualifications and experience

- Bachelor’s degree (preferably Master’s) in rural development studies, participatory development, marketing, human resources development, or related fields; educational background as primary or secondary teacher advantageous.
- At least three years of experience in development work, particularly in rural community development and training (with MSc), four years with bachelor’s degree.
- At least two years of experience in human resource development and/or marketing.
- Experience in training management and development.

## Required skills and competencies

- Excellent command of spoken and written English, translation, and interpretation is required.
- Strong communication and interpersonal skills.
- Full literacy in Microsoft Office applications, and ability to easily type in both Myanmar and English keyboards.
- Team spirit and attitude of service; self-motivation to assist vulnerable households in rural areas and to facilitate them to improve their standard of living.
- Willingness to travel regularly to remote project areas and overseas.

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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](mailto:hr.myanmar@lutheranworld.org) or at any one of the following Lutheran World Federation Myanmar offices.

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

**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: 4<sup>th</sup> Oct 2023; 5:00 pm (MMT)**