



(VCC/SB/003 -2020/MWD) Vacancy Announcement

Date: 14th August 2020

Project Background

Sustainabridge (SB) is an International Development NGO, founded in 2019 and governed by Japanese Law, working at field level to provide sustainable development by encouraging Myanmar people's own effort in collaboration with The Nippon Foundation. SB is currently seeking motivated person who has qualification and experience to implement our activities, SB carry out Vocational Training School Project in Hpa-an and Lay Kay Kaw Townships, Kayin State in order to develop local community, by assisting the youth to enhance their capacity and Job opportunities, through 4 courses. (Construction, Electricity, Auto-Mobile, Welding)

Terms of Reference

- Post Title : Admin / Training Coordinator
- Number of positions : (1)
- Duty Station : Myawaddy, Kayin State
- Report to : Deputy Project Manager
- Probationary period : (3) Months
- Starting Date : 1st October 2020 (negotiable)

Major Responsibilities and Duties

1. Assist Deputy Project Manager (DPM) for project implementation.
2. Arrange recruitment of new staff members and other human resource matter.
3. To be responsible for security of personnel, maintenance of office premises and security of office and project equipment.
4. To maintain administrative procedures, prepare and check related forms for all activities.
5. To assist in preparing project related documents which need to be submitted to concerned staff and offices for urgent requirement.
6. Monitor and control the project budget/expenditure in collaboration with finance team.
7. Supervise technical training, administration, logistics and finance section.
8. To organize travel related arrangements for both National and International staff movement.
9. To supervise the office vehicle movement and their maintenance.
10. Coordinate and control all project activities according to work plan and adjust all the time (Technical Training/Evaluation, Trainees' Selection, Trainees' Orientation, Employment Assistance / Monitoring, Whole School Operation and so on).
11. Translate between Myanmar and English according to the Deputy Project Manager's request. (Mainly at the interview for trainees or trainee-candidates, and at the meeting with Counterpart)
12. Assist instructors of every training courses to develop training detail program and schedule for each batch, according to the needs for job opportunities by conducting the survey.
13. Submit the monthly progress report to the counterpart (in Myanmar) and to the organization (in English) in timely manner and record them properly.
14. Keep good communications with local communities, authorities, and related organizations.
15. Organize and conduct advocacy sessions/meetings in close collaboration with staff members and local authority if situation required.
16. Arrange and coordinate Saturday Special Class for trainees.
17. Report any issues/findings/decisions to Deputy Project Manager.
18. Attend/arrange meetings, Seminars, and technical trainings according to project need.
19. Perform Office-in-charge when Deputy Project Manager is absent.
20. Carry out any other duties assigned by Deputy Project Manager.

Qualification and skills required

- Graduate with qualification in relevant field of study.
- A minimum of five (5) years' experience in relevant field of work.
- Have strong health condition.
- Interest in humanitarian and community development activity.
- Ability to work effectively and harmoniously in an international and multicultural environment.
- A high command of English language (Spoken/ Written) is an asset.
- Excellent computer skill (MS Word, Excel, PowerPoint, and Access) also Myanmar language typing.
- Fluent in local language Sakaw Karen (both written and Oral) is an asset.
- Good communication skills and high motivation cooperative in the team.

All interested and qualified persons are requested to submit the application with updated CV and passport photo to the address below not later than **15th September, 2020.**

- **Sustainabridge, Myawaddy office,**
No. (50), 43 Road, 1st Quarter, Lay Kay Kaw New Town, Myawaddy Township, Kayin State.
Tel: 09-889431818, 09-788969975
Email - sustainabridge.mwd@gmail.com

Note: Only short-listed candidate will be contacted for subsequent test / interview.