



**Adventist Development and Relief Agency Myanmar
Vacancy Announcement**

Position Title:	Business Development and Life Skill Trainer
No. of Post:	1 post
Reports to:	Project Manager
Duty Station:	Hpa-an, Karen State
Type of Contract:	Fixed Employment Contract

About ADRA:

ADRA is the global humanitarian arm of the Seventh-day Adventist Church – part of the 20 million strong Adventist community, with hundreds of thousands of churches globally and the world’s largest integrated healthcare and education network. ADRA delivers relief and development assistance to individuals in more than 118 countries – regardless of their ethnicity, political affiliation, gender, or religious association. By partnering with local communities, organizations, and governments, ADRA is able to deliver culturally relevant programs and build local capacity for sustainable change. ADRA Myanmar is an ‘implementing office’ within the ADRA network and a registered and recognized NGO in Myanmar. Established in 1984, ADRA Myanmar is one of the oldest country offices in ADRA providing development and relief assistance opportunities throughout the country. ADRA Myanmar operates under 4 key sectors that cater to Education, Livelihoods, Health, and Humanitarian Response.

Job Summary:

This role involves designing and delivering training programs focused on enhancing participants' business insight and life skills. The ideal candidate will have a strong background in business development, entrepreneurship, and delivering life skills training, as well as the ability to engage and inspire diverse groups of participants. Provide technical support to the project implementation team in planning, designing, linking internship and monitoring activities that enhance economic opportunities for youth through TVET.

General Responsibilities:

- Uphold the purpose, motto, values, and principles of ADRA Myanmar.
- To adhere to the rules and regulations, procedures and policies of ADRA Myanmar and its donors.

Key Responsibilities:

- Develop comprehensive training curricula covering topics such as business planning, marketing, financial management, communication skills, problem-solving, and decision-making.

- Facilitate engaging and interactive training sessions, workshops, and seminars to equip TVET/VT participants with practical knowledge and skills relevant to business development and personal growth.
- Provide individualized coaching and support to TVET/VT participants in developing business ideas, creating business plans, accessing financing options, and launching or growing their businesses.
- Integrate life skills development into training programs, addressing topics such as goal setting, time management, resilience, interpersonal skills, and self-confidence.
- Educate TVET/VT participants about entrepreneurship opportunities, trends, and best practices, and inspire them to explore entrepreneurship as a viable career path.
- Facilitate networking opportunities, connect participants with mentors and industry experts, and foster a supportive community of aspiring entrepreneurs.
- Identify funding opportunities, partnerships, and resources to support entrepreneurship and business development initiatives, and assist participants in accessing these resources.
- Evaluate the effectiveness of training programs through participant feedback, assessments, and performance metrics, and make adjustments as needed to ensure program quality and impact.
- Maintain accurate records of training activities, participant progress, and outcomes, and prepare regular reports and updates for program stakeholders.
- Stay abreast of industry trends, emerging practices, and innovations in business development, entrepreneurship, and life skills training through ongoing professional development and networking.
- Develop internship approaches that improve the benefits to graduates and provide monitoring support to the internship program.
- Linkage with business owner for internship programs.
- Participate in learning and reflection activities with a view to improving project approaches and practices.
- To take any other relevant duties as may be assigned by supervisor.

Qualifications and Experience

- Bachelor's degree in business administration, Entrepreneurship, Education, or a related field.
- At least 3-5 years of experience in business development, entrepreneurship, training, or a related field.
- Proven track record of success in designing and delivering training programs, particularly in business development and life skills.
- Strong understanding of business principles, marketing strategies, financial management, and entrepreneurship concepts.
- Excellent communication, presentation, and interpersonal skills, with the ability to engage and motivate diverse audiences.
- Experience in coaching, mentoring, or counseling individuals on personal and professional development goals.

- Ability to work independently, manage multiple priorities, and meet deadlines.
- Passion for empowering individuals to achieve their full potential through entrepreneurship and life skills development.

This position is a contract position (renewable based on funding and performance). Remuneration is as per ADRA Myanmar' s approved wage scale. Interested candidates are requested to submit their applications before the 21st May 2024 to: HR Recruitment Team recruitment@adramyanmar.org

The applications should include the following documents:

- Cover letter explaining the suitability and expertise for the position.
- Resume / CV
- References with contact details from previous/current employment (minimum of 3).
- Copies of academic degrees/diplomas and other professional certificates.

Applications will be reviewed on a rolling basis, and ADRA reserves the right to stop the application process once a suitable candidate has been identified. Only shortlisted candidates will be contacted.

At ADRA, we are committed to the safeguarding and protection of the communities, staff and other people we work with. We will do everything possible to ensure that only those who can promote a working environment free from abuse or harm to anyone that works with or comes into contact with ADRA are recruited. This post is subject to a range of vetting checks.