



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

Position Title:	Education Trainer
No. of Post:	3 posts
Reports to:	Education Officer and 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:

The Education Trainer will be responsible for delivering high-quality training programs to educators, school administrators, and other stakeholders. The ideal candidate will have a passion for education, excellent presentation skills, and a commitment to professional development. The ideal candidate will have a passion for education, strong organizational skills, and the ability to work collaboratively with various stakeholders to promote learning and academic success.

Main 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.
- Deliver engaging and interactive training sessions to educators on various topics related to teaching and learning.
- Adapt training content and delivery methods to meet the needs of diverse audiences.
- Utilize a variety of instructional techniques, including presentations, group discussions, case studies, and hands-on activities.
- Collaborate with the curriculum development team to design and develop training materials, including presentations, handouts, and other resources.

- Customize training content to align with the specific needs and objectives of each audience.
- Update training materials regularly to reflect changes in educational policies, practices, and technologies.
- Support the professional development of educators by providing ongoing training and support.
- Offer guidance and advice to educators on best practices in teaching and learning.
- Stay informed about current trends and developments in education and incorporate them into training programs.
- Assess the effectiveness of training programs through participant evaluations, feedback surveys, and other methods.
- Use feedback to continuously improve training content, delivery methods, and participant engagement.
- Provide constructive feedback to participants to help them improve their skills and knowledge.
- Collaborate with colleagues and stakeholders to identify training needs and develop responsive training programs.
- Build and maintain relationships with educators, schools, and partner organizations to promote training opportunities and resources.
- Participate in professional networks and conferences to stay connected with the broader education community.
- Complete administrative tasks related to training delivery, such as scheduling sessions, preparing materials, and tracking participant attendance.
- Maintain accurate records of training activities, including participant rosters, evaluations, and feedback.

Qualifications and Experience

- Bachelor's degree in education, Social Sciences, or related field.
- Minimum of 2-3 years of experience in education-related roles, preferably in program coordination or support.
- Strong understanding of educational principles, practices, and trends, with a commitment to promoting equity and inclusivity in education.
- Excellent communication and interpersonal skills, with the ability to effectively engage with diverse stakeholders, including students, teachers, parents, and community members.
- Organizational skills and attention to detail, with the ability to manage multiple tasks and deadlines effectively.
- Experience working in multicultural or international settings is desirable.
- Fluency in multiple languages is a plus.
- Commitment to the organization's mission and values.

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 20th 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.