

Join AGE Myanmar: Alliance for Generations and Empowerment in Myanmar



About AGE Myanmar

AGE Myanmar envisions an inclusive, resilient, and empowered society that embraces the strength and capacity of older women and men. Our mission is to achieve our vision through impactful policies and practices at all levels of engagement by amplifying voices, promoting rights and responsibilities, ensuring dignity, driving sustainability, and fostering inclusiveness. Our core values guide us:

- Promoting for Inclusion
- Learning for Sharing
- Networking for Partnership
- Respect for Wellbeing

Position: Area Coordination and Training Analyst

Location: Pindaya, Southern Shan with frequent travel to project areas

Reporting to: Program Director

Contract Duration: Until March 2025 with possible extension

Job Overview

We are seeking a dynamic and dedicated **Area Coordination and Training Analyst** to join our team based in Pindaya, Southern Shan. This role plays a central part in coordinating communication and collaboration among stakeholders, managing training initiatives, and ensuring alignment with AGE Myanmar's organizational goals. The ideal candidate will possess strong organizational, communication, and analytical skills, along with a proactive approach to problem-solving and a commitment to continuous learning and development.

Key Responsibilities

- Coordinate communication and collaboration among stakeholders in Southern Shan State.
- Manage and oversee training initiatives, ensuring alignment with organizational goals.
- Implement and evaluate projects, tracking progress and reporting outcomes.
- Handle various tasks assigned by the manager, including logistical coordination and project execution.
- Contribute to organizational branding efforts to maintain and enhance brand identity.

- Collaborate with the research and consultancy team on data collection, analysis, and strategic recommendations.
- Collect and document case studies to showcase the impact of projects and initiatives.
- Manage the organization's website and social media platforms in effective coordination with the developer team.
- Provide training sessions and workshops for stakeholders, partners, and clients as required.
- Conduct report writing to summarize training outcomes, findings, and recommendations.
- Engage with Shan coordination platforms and clusters to foster collaboration and information sharing.
- Run the organization's project-related center or initiative in the area, overseeing its day-to-day operations and ensuring its success.
- Perform any other tasks assigned by the line supervisor.

Qualifications

- Minimum 3 years of experience in coordination, training, or related roles within an INGO/NGO setting.
- Bachelor's degree in a relevant field such as Social Sciences, or related area preferred.
- Proven experience in project coordination and/or training.
- Proficiency in MS Office (Word, Excel, PowerPoint, Outlook) and experience with project management and training software.
- Strong organizational skills with attention to detail and the ability to manage multiple tasks and projects simultaneously.
- Excellent communication skills (verbal and written) with the ability to interact professionally with staff, stakeholders, and external contacts.
- Understanding of organizational branding, social media management, and digital marketing strategies.
- Fundamental skills in photography and video editing to support organizational branding and communication efforts.
- Familiarity with Shan coordination platforms, clusters, and local context is a plus.
- Ability to work effectively in a team environment and independently with minimal supervision/remote working setting.
- Adaptability and willingness to learn new tasks, procedures, and technologies.
- Discretion and confidentiality when handling sensitive information and data.

How to Apply

Interested candidates are invited to submit their CV and a cover letter detailing relevant experience and explaining why they are suitable for this position to alex@agemyanmar.org. Require mentioning expected salary and at least 2 referees including current or most employer. The deadline for applications is **April 30th, 2024, 16:00 MMT**.

AGE Myanmar is an equal opportunity employer and values diversity and gender equality. We encourage applications from qualified individuals of all backgrounds with no age limits, PWDs, women, and girls.

Note: This job description aims to provide an overview of the role and is not exhaustive. Duties may be added, deleted, or modified at the discretion of management.

Be a part of AGE Myanmar's journey towards creating an empowered and inclusive society for all!