



AAR Japan Association for Aid and Relief, Japan (Yangon Office)

AAR Vocational Training Center: No.65, Kyaikwine Pagoda Road, Mayangone T/S, Yangon.
(Corner of Kyaikwine Pagoda Road and Mindama Road) Tel: 959-254343701

အေအေအာ ဂျပန် အကူညီပေးရေးနှင့်ပြန်လည်ထူထောင်ရေးအသင်း။ ဂျပန် (ရန်ကုန်ရုံး)

အေအေအာ သက်မွေးလုပ်ငန်းပညာသင်ကျောင်း။ အမှတ် (၆၅)၊ ကျိုက်ဝိုင်းဘုရားလမ်း၊ မရမ်းကုန်းမြို့နယ်၊ ရန်ကုန်မြို့။
(မင်းဓမ္မလမ်းနှင့် ကျိုက်ဝိုင်းဘုရားလမ်းထောင့်) တယ်လီဖုန်း။ ။ ၉၅၉-၂၅၄၃၇၀၁

Vacancy Announcement

Association for Aid and Relief, Japan (AAR Japan) is a Non-Governmental Organization (NGO) that provides humanitarian assistance without any political, religious or ideological affiliations. AAR Japan was established in November 1979 and has operated in more than 60 countries, focusing on support for persons with disabilities, emergency assistance, public awareness raising etc. In Myanmar, AAR Japan has been supporting persons with disabilities for their employment, education and rehabilitation opportunities since 2000 under the cooperation of the Department of Social Welfare (DSW).

Currently, AAR Japan Yangon Office is seeking motivated and experienced candidate in charge of "Vocational Training Centre (VTC)" Project, "Establishment of the study environment for promoting Inclusive Education (IE) in Yangon Region" Project, and "Support for the improvement of living conditions of persons with disabilities through cash and/or relief supplies distribution in Yangon Region. The details are as follows.

POSITION: Liaison Officer

Office:	Yangon (Mayangone Township)
Project location:	Mayangone, Hlaing Thar Yar and Insein Township, Yangon Region
Number of position:	1 Post
Starting date:	As soon as possible
Probation period:	3 months
Contract period:	Until 30th September 2024 (The contract can be extended yearly)
Reporting to:	Programme Coordinator/Program Manager/Deputy Program Manager

RESPONSIBILITIES AND ACTIVITIES

(1) Vocational Training Center (VTC) Project

Conduct the following activities under the supervision of Programme Manager and Deputy Programme Manager.

- Manage overall employment support activities such as Awareness raising workshops/ events, Job placement, and Follow-up of graduates/employers.
- Collect the information of potential employers and supporters via online research and company visit.
- Manage/develop a database of employers' and graduates' profiles for easy access and retrieval of information.
- Respond to inquiries from potential employers to provide the information needed to consider employment of PWDs.
- Job referral, including on-the-job training, job interview preparation for the trainees, and graduates.
- Conduct labour marketing, make presentations about AAR Japan activities, and raise awareness about disability issues.
- Post-recruitment follow-up for employers and graduates to improve job retention.
- Provide necessary training and guide necessary advice for the trainees and graduates.
- Make fundraising efforts for the project operation in Yangon.

- Participate in conferences, workshops and meetings for project development and networking with relevant organizations.
- Develop ideas for employment opportunities for PWDs.
- Manage reports related to employment support activities and submit them to Representative, Programme Coordinator and Programme Manager.

(2) Establishment of the study environment for promoting IE in Yangon Region Project

- a. Conduct responsible duties in Haling Thar Yar and Insein Township under the supervision of Representative, Programme Coordinator, Programme Manager and Deputy Programme Manager.
- b. Manage and conduct the following activities.
 - Barrier-free renovation and provision of Facility Maintenance Information by coordinating with Engineer and the construction company.
 - Evaluation survey on the effectiveness of barrier-free renovation.
- c. Update monthly report for the above activities and submit to Deputy Programme Manager every week.
- d. Make a plan/ report of the responsible training and workshops and submit it to Deputy Programme Manager.
- e. Prepare daily report and submit to Admin / Accountant every beginning of the next month.
- f. Assist Deputy Programme Manager for the following duties.
 - Overall project management.
 - Organize Training by a Japanese expert to EDEN staff.
 - Make and distribute Disability and IE booklet.
 - Introduce the project outcome to the relevant stakeholders.
 - Coordinate with the Education authorities, DPOs, NGOs and relevant organizations.
 - Prepare the proposal.
- g. Assist field teams for activities related to Child Support Group (CSG) and awareness raising to adults and children.

(3) Support for the improvement of living conditions of persons with disabilities through cash and/or relief supplies distribution in Yangon Region and Kayin State Project

- a. Assist Programme Manager and Deputy Programme Manager for the following duties based on the supervision of International staff.
 - Overall development and management of the project.
 - Develop activity plans to ensure the achievement of outputs.
 - Supervise field officers effectively and efficiently to implement activities according to their plan.
 - Manage staff performance through coaching, mentoring and on the job training for staff development.
- b. Coordinate with MPHA for the project activities.
- c. Conduct the following project activities as planned; based on the supervision of Deputy Programme Manager.
 - Pre- and post-distribution phone interview survey
 - Active listening phone call
- d. Supervise data entry of survey results by Field officers.
- e. Undertake any other assigned duties.
- f. Translate survey results into English as necessary.
- g. Report the project progress to Deputy Programme Manager, Programme Manager and International staff accordingly.

(4) Others

- a. Manage budget and expenditures for the responsible duties.
- a. Other duties assigned by Representative, Programme Coordinator, Programme Manager and Deputy Programme Manager.

REQUIREMENT

- Good skills in English, computer and reporting.
- Must be a holder of Bachelor degree
- Have at least 2 years of working experiences. Field experiences at NGO is preferable.
- Be dynamic, initiative, patient, sympathy, creative and have sense of ownership.
- Good communicator, facilitator and have good understanding about team work.
- Candidates who can start for the position earlier are preferable.
- AAR Japan welcomes qualified candidates irrespective of their disability, health, racial or ethnic origin, gender, sexual orientation, opinions or beliefs.

HOW TO APPLY

If you are interested to apply, please send the following documents to below address:

- A letter of application
- An updated **Curriculum Vitae** including **1 recent passport size photo**
- Copy of certificate relevant to the position.

Address to: Representative at AAR Japan, Yangon Office
No. 65, Kyaikwine Pagoda Road, Mayangone Township, Yangon
Phone no. 092 543 437 01
E-mail: aarjapanyangon@gmail.com

Closing date: **10th July 2024**

- This vacancy will be closed once the position is occupied

Note : **Only** complete files will be considered. Please **Do not** enclose any original document with your application, we will not return application to you.

Only short-listed candidates will be contacted by AAR Japan

Interview will be held in English.