



Myanmar Private TVET Association

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Date: 7 Oct 2026

JOB VACANCIES ANNOUNCEMENT

Myanmar Private TVET Association (MPTA) is a registered Non- Profit Organization who members are private TVET providers including school founders, vocational trainers and TVET experts. It was legally founded in 2016 and currently has about 300 members around the country representing different industries and trades such as engineering, hospitality, commercial, healthcare, beauty, fashion and tailoring etc. MPTA is providing TVET pedagogical skills training, vocational skills trainings, skills assessment, curriculum design and development, TVET development consultancy services and supporting towards promotion of TVET in Myanmar in collaboration with professional organizations, CBOs, local NGOs and INGOs.

We are offering a job vacancy as:

Job Placement Officer (1) Post (Full Time)

Location : Mandalay and Sagaing, Myanmar

Duty Station : Project Office (Mandalay)

Contract Duration : 9 Months (Project-based)

Project Background

Project Title: Technical and Vocational Skills Training for Key Industrial Sectors (Construction)

Funding Agency: United Nations Development Programmer (UNDP) Myanmar

Implementing Agency: Myanmar Private TVET Association (MPTA)

Co-Implementing Agency: CVT (Center for Vocational Training) Myanmar

Following the devastating 7.7-magnitude earthquake that struck central Myanmar on 28 March 2025, over 10,000 houses were destroyed, severely impacting the lives and livelihoods of thousands of vulnerable families in the Mandalay and Sagaing regions. In immediate response to this crisis, the United Nations Development Programmer (UNDP) Myanmar has launched the UNDP Earthquake Response Project.

Under this initiative, the Myanmar Private TVET Association (MPTA), in a robust co-leading partnership with CVT Myanmar, has officially contracted with UNDP to deliver immediate, market-linked skills training and re-skilling programs. The project aims to empower 750 earthquake-affected individuals, with a strong focus on women and youth, by equipping them with critical vocational and employability skills in the construction sector—including Carpentry, Welding, Masonry, Plumbing, and Brick Block Making.

While MPTA directly manages the technical construction training and operations, CVT Myanmar co-leads the project by integrating its proven soft-skills curriculum and managing the post-training transition to ensure graduates are thoroughly work-ready. This 10-month initiative is designed to facilitate hands-on employment through On-the-Job Training (OJT), apprenticeships, and direct job placement support. By establishing designated Construction Skills

Training Hubs in Mandalay and Sagaing, MPTA, CVT Myanmar, and UNDP are fully committed to reviving local economies, building community resilience, and supplying a skilled workforce to drive regional reconstruction efforts.

Duties and Responsibilities of Job Placement Officer

Tracer Database Management

- ☐ Focus on developing, managing, and maintaining the graduate tracer database to accurately track student employment status.
- ☐ Ensure proper collection, data entry, and regular updates of all 750 graduates from the designated Construction Skills Training Hubs.

Employer Relations & Market Linkages

- ☐ Research local markets and execute job matching/linkages by establishing active connections with construction companies, contractors, and local businesses.
- ☐ Act as a primary bridge between the project's skilled graduates and key industrial sectors to drive regional reconstruction and recovery efforts.

OJT & Apprenticeship Support

- ☐ Facilitate hands-on employment opportunities through On-the-Job Training (OJT), apprenticeships, and direct job placement support.
- ☐ Coordinate closely with CVT Myanmar to manage post-training transitions and ensure that certified graduates are thoroughly work-ready.

Required Qualification and Skills

- ☐ Bachelor's degree in Human Resources, Business Administration, Public Relations, Social Sciences, or a related field.
- ☐ Minimum 2 to 3 years of experience in recruitment, job placement, career counseling, or stakeholder management (NGO/INGO or TVET/educational sector preferred).
- ☐ Sound proficiency in Microsoft Excel, database management, and standard project management tools.
- ☐ Outstanding communication, networking, negotiation, and relationship-building abilities.
- ☐ Fluency in Myanmar and English (both written and verbal).

Application

Please send your application including

- ☐ Cover letter
- ☐ CV/Resumes
- ☐ Expected salary

By not later than **14th October 2026** to officeteam.mpta@gmail.com.

Myanmar Private TVET Association (MPTA)

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