

Training Assistant

LT Group

LOCATION

Yangon, Myanmar; in-country travel as required

CONTRACT

Full-time · 1 Nov 2026 – 28 Feb 2027, extendable subject to funding

REPORTS TO

Training Manager

APPLICATION

DEADLINE

19 October 2026, 5:00 pm, Myanmar Time rolling review

Eligibility: This position is open only to Myanmar nationals based in Myanmar.

ABOUT LT Group

LT Group is a professional services company working with humanitarian and development organisations across Asia. It provides technical personnel, training and capacity building, and advisory services to UN agencies, international organisations, donors and national civil society. LT Group is recruiting a dedicated Training Team to deliver technical training related to humanitarian and development topics in its Myanmar Programme.

ABOUT THE ROLE

The Training Assistant provides administrative and logistical support to the Training Team. This role will manage training supplies and equipment, help prepare materials, handle participant registration and records, and support quality monitoring to run the training smoothly

KEY RESPONSIBILITIES

Training Team administration

- Facilitate internal and external communication (email, phone) of the Training Team on all issues related to administration, logistics, finance, and procurement of training sessions.
- Contribute to preparing the training calendar and send invitations.
- Follow up and archive the team's documentation (soft and hard copies).
- Suggest improvements for efficient administrative management.

Participant management administration

- Create sign-up and evaluation forms
- Follow up on registrations (compile, organise and track applications).
- Prepare attendance lists.
- Maintain the database of participants.

Quality monitoring of training

- Participate in data collection on the quality and impact of training (correction and compilation of pre- and post-tests, implementation, processing online surveys, and collection of testimonials)
- Undertake compilation and recording of impact and quality data.
- Contribute to the drafting of the training report
- Provide input on the continuous improvement of courses (including giving feedback to facilitators)

Event logistics and support

- Work with the concerned administration team for sourcing and procurement of catering, training equipment, and logistics in line with policy and compliance standards.
- Assist trainers in preparing and printing teaching materials

Contribute to the implementation of training

- Support trainers in preparing visuals and PowerPoint slides as required.
- Coordinate with role-play actors and specialists for simulation exercises

- Coordinate with the training venue to set up training and catering

Manage equipment, inventory, and supplies for training

- Maintain inventory and manage training supplies, equipment, and related materials, including monitoring quality

QUALIFICATIONS AND REQUIREMENTS

Essential

- University degree in international development, social science, education, communication, supply chain and logistics, or another relevant field
- Minimum 2 years of administrative management, event management, and in a position requiring extensive computer skills (Microsoft Office principally).
- Fluency in English and a good command of Burmese
- Advanced skills in Microsoft Office (Word, Excel, PowerPoint)

Desirable

- Minimum 1 year of experience in the humanitarian and development sector
- Experience in organising and supporting training events
- Experience with complex procurement process.
- Experience reviewing presentations and other publications.

PERSONAL COMPETENCIES

- Ability to work in a multicultural environment, independently, and to manage a team and projects.
- Ability to identify, analyse and help resolve problems and to work under pressure
- Ability to travel within Myanmar and occasionally abroad.
- Well-developed networking and organisational skills
- Commitment to humanitarian principles and safeguarding
- Confidentiality, integrity and a sense of conflict-of-interest prevention

HOW TO APPLY

Send your **CV (max. 3 pages)**, a **cover letter**, and **contact details of three professional referees** to [\[recruitment.LTG@protonmail.com\]](mailto:recruitment.LTG@protonmail.com) by the deadline. Use the subject line **“Training Assistant – [Your Full Name]”**. **Applications will be reviewed and interviews held on a rolling basis, so early applications are encouraged.** Please do not send original documents or sensitive personal information. Only shortlisted candidates will be contacted. Shortlisted candidates should expect a written test and verbal interview, which may include a short demonstration training session. Employment Offer is subject to confirmation of funding approval.

LT Group is an equal opportunity employer that embraces diversity and promotes gender equality. Qualified candidates are encouraged to apply irrespective of gender, race, colour, ethnicity or religion. We are committed to safeguarding the people we work with, and selected candidates must adhere to the Code of Conduct and PSEA policy and undergo reference and background checks.