

Training Manager

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

In-country management, with technical direction from the programme's international team

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 Manager leads the Yangon training team. The Training Manager is responsible for preparing and executing the annual training plan, contextualising approved course packages, developing training materials, organising, delivering, and evaluating training, ensuring all training meets the programme's service delivery standards. The Training Manager will work under the management of the in-country group partner of LT Group.

KEY RESPONSIBILITIES

Training Administration and Implementation of the training plan

- Conduct a training needs assessment and prepare a training needs assessment report.
- Plan and organise training, taking into account logistical and financial aspects with the support of training team members
- Communicate with partners and maintain engagement as required.
- Monitor and evaluate the impact of the training courses, in coordination with the programme's international team/in country management and propose changes to the content where necessary.
- Coordinate the work of the training service with other programme components, the operations and finance departments, and the international training directorate.

Facilitate and co-facilitate training sessions

- Contextualise the training delivered in coordination with the other components of the programme.
- Lead the facilitation of the sessions in Burmese and/or in English assigned in the annual plan, ensuring the quality and conformity of the training with programme standards and that the learning objectives are met.
- Prepare training report after completion of each training
- Archive documentation and statistical data in an orderly and accessible manner.

Supervise the training team

- Manage the team of Training Officer and Training Assistant, in liaison with concerned support departments
- Lead team internal capacity building.

Contributing to the programme's influence

- Ensure consistency of messages delivered by all programme components.
- Maintain recognition of the programme's mandate and its adherence to humanitarian principles.
- Participate in global development initiatives.

Reporting

- Hold regular check-ins with direct line management and technical management, update the training plan monthly, and report on progress and challenges encountered in delivering training and executing the plan.
- Contribute, in his/her field, to the drafting of reports addressed to donors.

QUALIFICATIONS AND REQUIREMENTS

Essential

- University degree in international development, social science, political science, international relations, law, education, communications or another relevant field
- Minimum 3 years of team and project management experience in the humanitarian and development sector, and/or civil safety and security
- Minimum 2 years of experience in delivering/facilitating training and adult education (including instructional design)
- Fluency in English and a good command of Burmese
- Strong report writing, especially training and donor reports
- Demonstrated understanding of safety and security management, personal safety, access, and negotiation, ideally in the NGO sector
- Strong knowledge and skills in curriculum design, adult learning principles, and facilitation techniques
- Advanced skills in Microsoft Office (Word, Excel, PowerPoint, etc)

Desirable

- Experience organising and facilitating adult training, and public speaking in English
- Experience delivering courses on NGO safety and security management, personal safety, humanitarian access and negotiation

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
- Ability to speak confidently in front of an audience

HOW TO APPLY

Send your **CV (max. 3 pages including contact details of three professional referees), a cover letter, and certifications to recruitment.LTG@protonmail.com** by the deadline. Use the subject line **“Training Manager – [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.