

Training Officer

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 Officer supports preparing and executing the annual training plan, contextualizes approved course packages, develops training materials, organizes and delivers/facilitates sessions, evaluates training effectiveness, and ensures all training meets the program's service delivery standards. The incumbent will work under the management of the Training Manager.

KEY RESPONSIBILITIES

Contribute to the Training Needs Assessment

- Contribute to developing data collection tools (e.g., questionnaires, call and interview protocols) and ensure the data is collected.
- Gather information on training needs through regular informal contact with partners.
- Contribute to analysing training needs, particularly by drawing on partners' organization's knowledge and understanding of the context.

Contribute to Course adaptation

- Support the Training Manager in adapting courses to the context.
- Develop continuous self-awareness and knowledge of the context.
- Translate key terminology from English into Burmese to ensure maximum accessibility of course content.
- Prepare paper-based training materials, course plans, presentations, and printed flip charts.

Organise training sessions

- Support the Training Manager in the preparation of the annual plan.
- Contribute to the planning and logistical preparation of training sessions, including selecting participants and communicating with participants

Facilitate and co-facilitate training sessions

- Lead the facilitation of the sessions in Burmese and/or in English assigned in the annual plan, in diverse locations, ensuring the programme quality standards and meeting learning objectives.
- Support all Training Team members, including other Training Officers and the Training Assistant.

Contribute to Monitoring & Evaluation of training sessions and continuous improvement

- Ensure pre- and post-tests and evaluation forms are completed for relevant trainings.
- Complete and draft session reports.
- Update M&E databases after each training.
- Contribute to other reporting, including donor reports

QUALIFICATIONS AND REQUIREMENTS

Essential

- University degree in international development, social science, political science, international relations, law, education, communications or another relevant field
- At least 2 years of experience in delivering/facilitating training and adult education (including instructional design)
- Fluency in English and a good command of Burmese
- Demonstrated experience in report writing, especially training reports
- Demonstrated understanding in safety and security management, personal safety, access and negotiation, ideally in the NGO sector
- Demonstrated understanding in adult learning principles and facilitation techniques
- Advanced skills in Microsoft Office (Word, Excel, PowerPoint)
- Ability to speak confidently in front of an audience

Desirable

- Minimum 3 years of experience working for projects in the humanitarian and development sector, and/or civil safety and security
- 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
- Experience developing curricula

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)**, a **cover letter** and **contact details of three professional referees** to **[recruitment.LTG@protonmail.com]** by the deadline. Use the subject line **“Training Officer – [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.