



PH-Japan
Authorized Non-Profit Organization

JOB ANNOUNCEMENT

PH-Japan (Peoples' Hope Japan) is an International Non-Government Organization (INGO), which was established in 1997. PH-Japan works in East Asian countries in order to improve the health status in those countries.

Since 2014, PH-Japan has been implementing a **Maternal and Child Health** project at the community level in the township in Nay Pyi Taw. PH-Japan is starting a 3-year project to improve the health of mothers and newborns by ensuring safe pregnancy and childbirth for pregnant women, and appropriate care for newborns through the health system strengthening in communities in Lewe Township.

PH-Japan is currently seeking qualified Myanmar nationals to work as a **Training officer** in our project.

Job Title : Training Officer
Number of opening: 1
Office Location : Nay Pyi Taw
Job Location : Nay Pyi Taw, Lewe Township
Contract Period : One Year, Estimating of Joining date (1st August 2024 to 31st July 2025 with the possibility of extension).
Deadline :7th July 2024

Salary : 500.00 USD
Probation period : three months
Working time : 8:00 AM to 4:30 PM (12:00 PM to 13:00 PM is lunch hour)
Day off : Saturday, Sunday and Gazetted Holiday

Job Description: Training Officer

Position Overview:

The Training Officer will be responsible for coordinating with the health department to



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organize and conduct training programs for health service providers, as well as implementing MCH project activities at the field level. This role involves planning, implementation, monitoring, and evaluation of training activities, including field activities.

Coordination and Communication:

- Act as the primary liaison between the implementation partners, community members, and training participants.
- Facilitate effective communication and collaboration among stakeholders, training institutions and trainees.
- Maintain good working relations with implementing partners and other stakeholders in the area.
- Assist in designing and developing training curricula and materials in collaboration with subject matter experts.
- Ensure training content is relevant, up-to-date, and aligned with current health guidelines and practices.

Logistics and Planning:

- Plan and organize training sessions, including scheduling, venue arrangements, and resource allocation.
- Manage the logistics of training events, including registration, travel arrangements, and accommodation for participants if necessary.

Implementation and Facilitation:

- Oversee the execution of training programs, ensuring that sessions run smoothly and on schedule.
- Facilitate training sessions as needed, providing support to trainers and addressing any issues that arise.
- Conduct field visits to supervise and support health service providers in implementing field activities.
- Provide on-site assistance and troubleshooting during field activities to ensure successful implementation.

Monitoring and Evaluation:



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- Develop and implement mechanisms for monitoring and evaluating the effectiveness of training programs.
- Collect feedback from participants and trainers to assess the quality and impact of the training.
- Conduct field assessments to gather data on the implementation and effectiveness of project activities.
- Prepare reports on training activities, outcomes, and recommendations for future improvements.

Field Activities:

- Engage with volunteers and service providers to ensure training activities are adapted to field conditions.
- Conduct field demonstrations and practical sessions to reinforce training objectives.
- Monitor the implementation of health interventions in the field and provide feedback for continuous improvement.

Administrative Duties:

- Maintain accurate records of training activities, including participant attendance, training materials, and evaluation data.
- Ensure compliance with organizational policies and procedures in all training activities and other activities.
- Prepare and submit regular reports on field activities and training outcomes to relevant stakeholders.
- Handle queries from country director, project manager, project coordinator and finance & administrative officer.

Qualifications:

Education:

- Bachelor's degree in a related medical field, preferably as a medical doctor.



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Experience:

- **At least 3 years of experience in training coordination, preferably in the healthcare sector.**

Skills and Attributes:

Essential Skills:

- **Excellent organizational and project management skills.**
- **Strong communication and interpersonal abilities.**
- **Proficiency in Microsoft Office Suite and other relevant software.**
- **Ability to work independently and as part of a team.**
- **Familiarity with adult learning principles and training methodologies.**
- **Good oral and written English.**

Preferred Attributes:

- **Knowledge of maternal and child health practices.**
- **Experience working with midwives and auxiliary midwives.**
- **Ability to handle multiple tasks and work under pressure.**
- **Willingness to travel frequently to project sites.**
- **Ability to drive a motorcycle in rural areas (must have a valid driving license).**
- **Independent, reliable, and self-motivated.**
- **Open to diversity and different cultures.**

If you are interested in applying for this position please send a curriculum vitae, motivation letter and name and contact information of two references, in English to phjmyanmaroffice@gmail.com

Only short-listed candidates are contacted for an interview.

Contact person: Than Than Sint (Finance & Administrative Officer)

Tel: 09-260 277 013, 09- 797 665 405

E-mail: phjmyanmaroffice@gmail.com

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