



လူမှုစွမ်းရည်ရှေ့ဆောင်အသင်း

Capacity Building Initiative (CBI)

အသင်းအဖွဲ့မှတ်ပုံတင်အမှတ် - ၁/ပြည်တွင်း/၀၀၃၅(၂၀၂၂)

## Vacancy Announcement

1.	Title	Intern Trainer
2.	Reporting to	Training Team Manager
3.	Duty Station	Yangon with frequent travels
4.	Duration	Six Months (with possibility to extend)
5.	Closing Date	<b>May 31, 2025</b>

**The Capacity Building Initiative** is a Local NGO based in Yangon. CBI provides training and other services to assist NGOs and NGO staff to improve in designing, implementing and management of projects. CBI currently provides a wide range of training programs as well as Human Resource Development and Organization Development services.

CBI is strengthening its services; in particular, CBI plans to provide more Human Resource Development and Organization Development services to NGO's as well as their partner CBOs and CSOs. We are now recruiting Intern Trainers initially to build up their training and facilitation capacity for later in strengthening the existing CBI's Training/Consultancy Team.

The Intern Trainer will be trained with training and facilitation methods by the CBI trainers and they will also be coached in conducting training on specific topics they have chosen. After a certain period of learning they will be assigned to a training team and start providing as co-facilitators.

### Duties and Responsibilities:

Under the direct supervision of Training Team Manager, the incumbent will carry out the following duties.

1. Regularly learn and observe the training courses provided by CBI Training Team.
2. Assist the trainers in designing training, and workshops
3. Receive specific training and facilitation methods delivered by the senior trainers.
4. Work with the wider CBI team to develop a center of best practice in capacity-building.



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Qualifications and experience required:

1. A University qualification in development or management field.
2. With high interest in facilitation and conducting training.
3. An outgoing and enthusiastic personality, committed to own learning.
4. Sound inter-personal communication skills in Myanmar and English.
5. Must be able to work with CBI as Intern Trainer at least for six months with a certain amount of allowance
6. Willing to be absorbed into CBI training team after reaching satisfactory level of training and facilitation skill

To apply:

Please send your application letter along with CV with ***expected salary***, photo, testimonials or names of referees. Your application letter should include contact address with accessible telephone number and be sent to: Asst. Admin/HR Manager, CBI, Room - 206, Building - A1, Hnin Si (1) Street, Yuzana Highway Complex, Ward (6), Kamayut Township, Yangon, Myanmar and email to [teamhrcbi@gmail.com](mailto:teamhrcbi@gmail.com) and [admin@cbiinmyanmar.org](mailto:admin@cbiinmyanmar.org)

- Application will close on **May 31, 2025**.
- Short-listed candidates will be advised on **June 6, 2025**.