



## **MINES ADVISORY GROUP MYANMAR**

### **JOB OPPORTUNITY**

The Mines Advisory Group (MAG) is a global humanitarian organisation founded in 1989 that finds, removes and destroys landmines, cluster munitions and unexploded bombs from places affected by conflict. Our vision is a safe and secure future for men, women and children affected by armed violence and conflict. We have thirty years of experience implementing Humanitarian Mine Action as well as Arms Management and Destruction projects in 68 countries and territories. At present, MAG is managing projects in twenty-six countries, including Myanmar. Globally, we are known for our advocacy efforts and in 1997, we shared the 1997 Nobel Peace Prize as a founding member of the International Campaign to Ban Landmines for our work to ban landmines.

MAG has worked in Myanmar since 2013. During this time, MAG has effectively delivered life-saving explosive ordnance risk education and mapped out the extent and location of explosive ordnance across five states and regions in Myanmar. We are currently looking for **Institutional EORE Trainers (Earthquake Response)** to join our team.

MAG is now seeking applications internally from suitably qualified and experienced Myanmar Nationals to fill the following position:

<b>Position</b>	:	<b>Institutional EORE Trainer (Earthquake Response)</b>
<b>Number of Position</b>	:	<b>2</b>
<b>Department</b>	:	<b>Operations Department</b>
<b>Report to</b>	:	<b>Community Liaison Supervisor</b>
<b>Location</b>	:	<b>Yangon, travel to earthquake impacted areas when possible.</b>

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**Job Purpose:** The Earthquake Response EORE Trainers will be part of dedicated 2-person team delivering EORE to local and international organisations responding to the March 2025 earthquake. Trainings will be delivered both online and in person. The EORE Trainers will be responsible for the coordination and delivery of trainings both in person and remotely. Working with MAG's Training Quality Assurance Specialists to update and tailor trainings to different contexts and emerging threats, based on feedback from MAG teams, organisations, and community. **This is a fixed term contract until December 2025.**

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#### **Job Description**

##### **Technical**

- Plan and coordinate technical assistance to responding organisations under the supervision of the Community Liaison Supervisor, tailored to the needs of organisations
- Support the management of relationships with responding organisations to provide supervision to help them effectively integrate EORE messaging into activities where requested.
- Ensuring that all training data is collected and entered MAG's information management system in a timely and accurate manner and assist with reporting requirements.
- Where required, record the impact of MAG's work and the need for future work through the collection of photographs, recordings, needs assessments, case studies and evaluations.
- Work with Community Liaison Supervisor to provide overall quality assurance of trainings delivered through regular monitoring and evaluation,

## **Operations Management**

- Liaise with partner organisations and deliver trainings
- Maintain a comprehensive training calendar throughout the project.
- Control and check activities and work conducted by MAG team members and partner teams.
- Assign work to team members at the beginning of each agreed upon working day and ensure team members are fully conversant with their duties.
- Identify the logistical requirements for proposed field deployments, and ensure that all required materials, resources, equipment and supplies are packed, stored and well maintained.
- Account for all team equipment and records and reports any losses or damages to the CL Supervisor (CLS) at the end of each working day.
- Account for all team personnel, and ensures absentees are logged and reported to the CLS every working day.
- Complete and check all the team reports before sending to the CLS

## **Logistics and Finance**

- Identify the logistical requirements for proposed trainings deployments, and ensure that all required materials, resources, equipment and supplies are packed, stored and well maintained for assigned project area.
- Work closely with CLS and Logistics staff to ensure timely procurement and transport of all necessary activity materials and equipment.
- Work closely with CLS to prepare activity cash advances, settlements and forecasting for Sagaing based activities.

## **Human Resources**

- Ensure that team members adhere to all MAG policies and procedures both technical and administrative, including safety, security and safeguarding.
- Reports to the CLS of any breaches of SOP, principles and process.
- Announces and imparts to all team members of the changes related to the SOP or principles.

## **Other**

- Represent MAG in relevant meetings as and when required
- Any other reasonable duties as requested by the Community Liaison Supervisor or Manager

### **All staff are expected to undertake the following general duties:**

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme and/or department business plan objectives
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities
- Undertake and apply learning from appropriate training and development programmes.
- Undertake role in developing countries and areas in conflict where standards of living may be basic.
- Undertake the role in a manner appropriate to the cultural context and within the local legal framework.

This is a non-contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

Some Job Descriptions may be supplemented by specific Terms of Reference.

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## **Person Specification**

### **Essential Qualifications**

- Bachelor Level Degree

### **Essential Experience**

- Experience delivering Explosive Ordnance Risk Education
- Experience delivering training online
- Experience collecting data remotely using Kobo and/or Survey 123
- Comfort using Microsoft teams, Sharepoint and Outlook.
- Comfort and ability to travel to earthquake impacted areas.
- At least two years' experience of carrying out community-based education, development or similar activities

- At least two years' experience working in a CSO, NGO or INGO
- Experience of using participatory techniques to gather information in at-risk communities
- Experience working with, managing relationships with partner organisations
- Experience of planning and organizing activities, including management of finance and resources

### Essential Skills and Knowledge

- Languages: Fluent in Myanmar Language, Intermediate: English
- Good knowledge and understanding of communities living in the areas impacted by the earthquake, their norms and culture
- Ability to record information accurately and clearly
- A flexible and adaptable approach to work
- Ability and willingness to travel in remote areas for extended periods of time

### Essential Aptitude

- Excellent interpersonal skills with the ability to build effective relationships and work with colleagues in a cooperative way
- Excellent presentation skills with the ability to engage with an audience

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How to apply: Interested candidates, please submit **Application Letter and CV** by emailing to MAG Yangon Office at [MM.HR@maginternational.org](mailto:MM.HR@maginternational.org) or deliver directly to MAG Myanmar – Yangon Office at No. 11- A, Zizawar Street, (8) Quarter, Yankin Township, Yangon, Myanmar.

Application Open: May 23, 2025

Application Deadline: May 30, 2025, COB 5:00 pm

Applications will be reviewed on a rolling basis.

All applications will be retained in MAG and only short-listed applicants will be contacted.

As part of MAG's commitment to safeguarding, this post is subject to background checks before an offer of employment is confirmed. All employees are required to understand and uphold the standards outlined in MAG's Safeguarding Framework.

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