



**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 a **Training Liaison** to join our team.

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

**Position** : **Training Liaison**  
**Department** : **TMEU**  
**Report to** : **Training & Quality Assurance Specialist**  
**Location** : **Yangon with Frequent Travel to Kachin**  
**Contract Type:** **Fixed Term Contract – 6 months**

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**Job Purpose:** The Training Liaison will be responsible for the tailored provision of support to a specific MAG partner, they are an integral part of MAG's Training Monitoring and Evaluation Unit. The TL will be responsible for building the capacity of partner staff and volunteers to mainstream EORE into their project activities. This includes the delivery of EORE Training to partner staff and volunteers, support coordination of activities to ensure EORE is well integrated, reporting of HMA activities to MAG and Quality Assurance of partner implementation under the supervision of MAG's Training Monitoring Specialists.

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**Job Description**

**Technical**

- Plan and coordinate technical assistance to MAG partner under the supervision of the TQAS, tailored to the needs of partners to integrate high quality, contextualized EORE into their work, inclusive of ad-hoc technical support and refresher trainings.
- Support the management of relationships with partner organisation and provide supervision to help them effectively carry out HMA activities,
- Provide technical assistance to MAG partners as per project needs, including ensuring that data is collected and entered into 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 TQAs to provide overall quality assurance to MAG partner through regular monitoring and evaluation, including conducting joint deployments with partner staff and/or volunteers, and supporting them to deliver EORE and HMA activities as mentioned in partner contracts.

### **Logistics and Finance**

- Work closely with the TQAs and Logistics Officer to ensure that partner teams have access to all materials and equipment necessary to complete their tasks

### **Human Resources**

- Adhere strictly to MAG's Standard Operating Procedures (SOP)
- Support on ensuring that all team members are aware of the changes related to the SOP or principles
- Report to the line manager any breaches of SOP, principles and/or process.

### **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.

## **Person Specification**

### **Essential Experience and Knowledge**

- Fluent Local Kachin Shan languages, and Burmese; Good Command of English
- At least two years of experience working in an HMA organisation
- Strong technical skills in delivery of capacity building training
- Strong stakeholder management skills
- Intermediate field budget management skills
- Solid experience in conducting EORE for communities in need and building effective relationships with communities on the ground.
- Strong training and facilitation skills and proven record building the capacity of staff and partners.
- Proven team management skills and organizational skills, and good computer skills
- Proven financial and logistical management skills
- Excellent networking skills and the ability to problem-solve
- Excellent communication and interpersonal skills with people from a wide variety of backgrounds both internally and externally

## **Essential Aptitude**

- Comfort working online / remotely with people in hard-to-reach areas
- Excellent communication and interpersonal skills with people from a wide variety of backgrounds both internally and externally
- Self-motivated, flexible and enthusiastic

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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: March 19, 2025

Application Deadline: March 28, 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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