



Build Your Career with BRAC Myanmar

JOB VACANCY

BRAC/YGN/26/0037

BRAC is an international development organisation working across Asia and Africa to alleviate poverty by empowering people and creating opportunities. Our mission is to support communities facing poverty, illiteracy, and disease through large-scale economic and social programmes that help individuals realise their potential.

Since 2014, BRAC Myanmar has provided pro-poor and pro-rural services through 500+ staff across 70+ branches in Yangon, Bago, Mandalay, Sagaing, Mon, Shan, Kayin, and Nay Pyi Taw. Using a microfinance-plus model, BRAC offers sustainable financial services especially for women alongside interventions in agriculture, healthcare, and education. For more information, visit BRAC Myanmar's website.

Position Title	: Training Officer (1) Post
Job Location	: Htaukyant
Report to	: Assistant Manager, Training
Application Open Date	: 7 Oct 2026
Application deadline	: 21 Oct 2026

Key Responsibilities:

- Support to Assistant Training Manager in Drive design, development, and delivery of all ongoing, new-hire, re-training, and other programs and allocating resources required for the same.
- Help to implement and keep track of BRAC's yearly training activities such as hosting online training, in person and providing technical support to trainees and ensuring that targets are achieved.



- Support in arranging the training activities and logistics matter, training materials and BRAC's training guideline
- Meet regularly with the HRD team to review and update training outputs and progress towards objectives.
- Coordinate with the Assistant Training Manager and arrange data entry, Quaterly training report,
- monitor all the training courses.
- Making sure all staff has gone through pre-service orientation (PSO) as per programme target
- Be responsible and accountable for all of the assigned tasks.

Additional Responsibilities:

Safeguarding Culture & Reporting

- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.
- Follow the safeguarding reporting procedure in case any reportable incident takes place, encourage others to do so.
- Adapt and support to achieve BRAC mission in terms of the social performance management objectives as well as the financial performance through its high valued workforce.

Competencies Requirements:

- Bachelor's degree in a relevant field.
- Prior experience in delivering training within the Microfinance sector or relevant Training of Trainers (TOT) experience is preferred.
- Excellent communication, presentation, and interpersonal skills with a strong customer service mindset.
- Willingness to travel across Myanmar as required for training assignments.
- Computer proficiency in Google Suite and 365 Microsoft applications.



BRAC is committed to protecting all employees, partners, visitors, clients, and community members including children, youth, and vulnerable adults from any form of harm, abuse, neglect, harassment, or exploitation. We ensure fair assessment for candidates with disabilities and are proud to be an equal opportunity employer. Any personal persuasion will lead to disqualification.

If you believe you are the right fit, please submit your application with a motivation letter and full CV and expected salary amount in MMK to recruitment.myanmar@brac.net