

Name position:	Internal staff capacity builder
Reports to:	HR manager
Duty station:	Yangon
Contract Duration	5 months (with possible extension)
Closing date:	20/June/2025

Purpose of the position

Since 2004, ZOA Myanmar has been dedicated to linking humanitarian aid with early recovery and development. Our primary focus areas include livelihood and food security, WASH (Water, Sanitation, and Hygiene), and shelter.

ZOA Myanmar employs approximately 60 staff members and is committed to further professionalizing their skills and fostering personal growth. To advance these efforts, we are seeking an individual who can effectively integrate personal development plans, job descriptions, and link with training programs with relevant training institutes and available resources. The main objective is to ensure that each staff member achieves both professional and personal growth.

Objective of the position

- **Integrating Personal Development Plans:** Tailoring individual development plans that align with each staff member's career goals and organizational needs.
- **Aligning Personal development plans:** Ensuring personal development plans are clear, comprehensive, and aligned with personal development plans.
- **Linking with Training Programs:** Connecting staff with relevant training programs and institutes that provide the necessary skills and knowledge.
- **Manage Available Resources:** Leveraging available resources effectively to support staff capacity building..

Main activities

Tasks, Responsibilities, Results

Further improve personal development plans

1. Make sure each staff has a PDP that reflects job requirements and personal ambition
2. Update PDPs reflecting personal development and changing context and ambitions

Staff Capacity building

1. Keep an inventory of training institutes and organisation
2. Actively link staff to relevant available training, mentoring or coaching trajectories
3. Monitoring personal growth
4. Conduct training needs assessments in collaboration with departments and supervisors.
5. Develop and implement an annual staff capacity building plan aligned with strategic goals.
6. Organize, facilitate, or coordinate in-house and external training sessions, workshops.
7. Actively give awareness session to suitable training and learning opportunities.
8. Monitor and evaluate the effectiveness of capacity-building efforts.
9. Review and update L&D policy to align with organizational needs and staff development goals.

Managing available resources

1. Manage staff capacity building budget so each staff develops towards its potential

Required qualifications:

- Master/Bachelor degree in HR, organisational development and related topics
- 2 years experience in organising staff capacity building
- 2 years experience in capacity building in INGO setting
- Experience of working in INGO is an advantage
- Good interpersonal and communication skills
- Flexible, reliable and trustworthy
- Good organising and networking skills

Please send CV and cover letter in English, and two references by email to recruitment.cdn@zoa.ngo (please include the job title in the subject line)

The closing date for applications is **20th June 2025 at 05:00 pm.**

Only short-listed candidates will be contacted. Interviews will be held on a rolling basis.