



Announcement
Call for Applications – Training Assistant
(Internship)
Gender Equality Network
Closing Date 14 January 2019

Position Title:	Training Assistant (Interim)
Location:	Based in Yangon and travel to project location as required
Employer:	Gender Equality Network
Reports to:	Head of Program Unit, GEN
Duration:	Six Months with possible extension based on funding availabilities

Salary and Benefit: Myanmar Kyats equivalent to USD 420 + Medical Allowance + Transportation Allowance

Background

The Gender Equality Network (GEN) is an active inter-agency network of over 150 national and international NGOs, and technical resource persons that promote gender equality and women's rights in Myanmar by presenting evidence, leading on advocacy, and undertaking campaigning and awareness building. A Coordination Unit (CU), assists the network with the development, coordination, administration and implementation of gender and women's rights-related initiatives. A steering committee, comprising of up to eleven members guides, facilitates the effective functioning of the network and takes strategic decisions. GEN is a member-driven network that meets on a monthly basis to prioritize initiatives on the basis of emerging issues related to gender and women's rights. Thematic Working Groups carry forward tasks and initiatives.

The **Overall Objective of GEN:** To facilitate the transformation of norms, systems, structures and practices to enable gender equality and gender justice in Myanmar.

The **Key Objectives of GEN:** In order to reach the overall objective, three strategic objectives have been identified by the GEN membership.

1. **Gender Equality in Governance and Public Life:** Awareness of the importance of gender equality in governance enhanced and opportunities for women to effectively participate in governance in all sectors increased.
2. **Gender-Based Violence:** Awareness increased, and support provided to stakeholders to implement effective evidence-based mechanisms and strategies to prevent and respond to gender-based violence
3. **GEN Strengthening:** GEN is a dynamic and cohesive network of skilled and confident members who are able to work effectively for gender equality and gender justice.



Underlying Objective:

Social Practices and Cultural Norms: Discriminatory cultural norms and social practices are changed and gender equal norms and practices are articulated and reinforced

Job Purpose

GEN is accepting applications for a **Training Assistant** to join the dynamic and young coordination unit team to take ahead an escalated portfolio of work. The position offers the exciting opportunity to lead the design and delivery of a range of training initiatives on Gender, GBV, leadership development and other policy advocacy works that GEN is leading. The Training Assistant has overall responsibility to coordinate and assist for the design, coordination and implementation of training initiatives, to implement GEN's ambitious plan to invest in the development of resource team and a generation of women leaders. The role requires close liaising with Head of Program Units and Head of Policy Advocacy Unit, other relevant GEN Coordination Unit staff, technical specialists and member organizations, principally through GEN Working Groups established to take forward the strategic priorities. It is expected that the Training Assistant will engage effectively with a variety of stakeholders, demonstrate considerable initiative and creativity, and will be able to balance her/his time and be a self-starter and be able to fulfil a range of responsibilities.

Key Responsibilities and Tasks

1. Training

- a. Assist to prepare, facilitate and coordinate training initiatives for and by the network members.
- b. Assist to conduct training sessions and develop training modules related to the network's main strategic focus areas: enhancing women's role in governance and responding to GBV for the resource team and/or assigned resource persons.
- c. Assist to translate training modules and other training materials for the Myanmar context and for the use of multiple methods.
- d. Assist to carry out training/capacity needs assessments in order to ascertain training requirements within the CU and network.
- e. Assist to review and strengthen existing training resources developed by GEN.

2. Representation

- a. Contribute to and support the network's public awareness raising campaigns/events.
- b. Represent GEN at assigned meetings and maintain external contacts related to training initiatives.
- c. Prepare and present at monthly meetings and seminars.
- d. Contribute to donor reporting semi-annually and annually.
- e. Prepare activities report to submit to line manager.

Experience and Skills

- A bachelor degree and/or relevant educational qualification and demonstrated experience in training and capacity development.
- Ability to network with a wide variety of stakeholders in a diverse cultural environment.
- Self-motivated and able to work independently solve problems.
- Well-developed computer literacy skills and a good understanding MS Office.
- A good understanding of gender issues and a commitment to gender equality.
- Proven skills in planning, coordination and information management.
- Highly effective oral and written Myanmar and fair English language skills including the ability to write and type reports and other documents, in both languages.
- Proven ability to conduct technical translation from English to Myanmar.



- Proactive and able to proof as a good team player.

Application

Applicants for the above position should submit with an updated CV and a cover letter (degree certificates and other documents are not required at this stage) with the subject line '**Application for Training Assistant**'..... not later than 5 pm on the 14 January 2019 to **Nay Zin Oo**, gen.nayzinoo@gmail.com or **GEN Office** (Building (99), 1st Floor, Room (1 A-D), Lamai Condo, Myay Nu Street,Sanchaung Township, Yangon).

Gender Equality Network provides equal opportunity employer and considers applicants for all positions without regard to race, colour, religion, gender, sexual orientation, age, disability or any other legally protected status. We encourage persons with disabilities, LGBTQI and women to apply.