



This project is funded by
the European Union



Trainer/Junior Technical Expert Factory Management & HR Systems

Start date: **March 5th, 2018**

Primary function of the position:

Trainers / technical experts at SMART Myanmar are responsible for supporting garment and footwear factories in improvements related to safe, responsible and efficient manufacturing. Particular focus areas for this position are: general occupational safety and health, human resources management systems and practices, workplace communications, dialogue between managers/workers, compliance with Myanmar labour laws, etc.

Project technical staff receive substantial training and professional development support from their senior colleagues, as well as from the project's international experts. One of the goals of the project is for all junior technical experts to advance to higher positions as technical experts and eventually begin to take on direct training and consultancy roles.

This can be a great career opportunity for young professionals interested in working with a European Union project in a training and consultancy role with factories producing garments, textiles and footwear.

Major responsibilities (80%)

- Conduct on-site social compliance assessments at factories and coach middle management of factories on improvements related with HR management, workplace communications, occupational safety & health and other topics.
- Assist senior colleagues in implementing factory improvements and providing technical advice to garment factory managers.
- Increase knowledge on sustainable consumption and production practices via on-the-job training with senior colleagues.
- Attend and support relevant workshops related to social compliance, workplace communications, worker/manager dialogue, etc.

Other responsibilities: (20%)

- If necessary, enroll in evening or weekend English classes (paid for by SMART Myanmar).
- Cooperate with staff of the Myanmar Garment Manufacturers Association and other project partners.
- Other duties relevant to the post.





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Qualifications and required experience:

- Fluent in Myanmar and at least basic English (English fluency is not required, but basic speaking and reading ability and a willingness to become fluent is required.)
- Minimum of 2 years professional work experience in a relevant or related position (examples include: work experience as consultant or trainer, work experience as an assistant HR manager for a large company, work experience with an international NGO, etc.).
- Some experience with Microsoft Excel, Word and similar programs.
- Relevant university degree.

Additional desired qualifications and experience:

- Some work experience with factories could be an advantage.
- Knowledge or fluency in other languages, such as Chinese or Korean, is an advantage.

Direct supervisor is the SMART Myanmar Project Manager.

Position duration: Contract is fixed term and will finish on **December 31st, 2019.**

Salary: Competitive and based on previous experience.

Please email a copy of your cover letter and CV to:

sumon@smartmyanmar.org

