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Classification Date : 31 Oct 2024  
Job Description Code : #HR0006

Job Title :

# Training & Development Specialist

Level :  
Rank :  
Department : **Department of Human Resources Department**  
Reports to :  
Supervises : -  
Clearance Required :

## Organisational Setting and Work Relationships

A **Training & Development Specialist** at Burmese Orchid, a dynamic youth-led environmental organisation, plays a crucial role in enhancing the skills and knowledge of its workforce. This position involves collaborating closely with department heads, line managers, and volunteers to identify training needs and develop tailored training programs. The Specialist will design and deliver a wide range of training programs, including technical skills, leadership development, and soft skills. They will also be responsible for evaluating the effectiveness of training programs and making recommendations for improvement. By investing in the development of its volunteers, Burmese Orchid aims to build a highly skilled and motivated workforce that can effectively address environmental challenges.

# Duties

As a Training & Development Specialist at Burmese Orchid, your primary duties will include:

**1. Needs Assessment:**

- Identifying training needs through surveys, interviews, and observations.
- Collaborating with department heads to understand their specific training requirements.

**2. Training Program Design and Development:**

- Developing comprehensive training plans and curriculums.
- Creating engaging training materials, such as presentations, handouts, and online courses.
- Selecting appropriate training methodologies and delivery formats.

**3. Project Administration:**

- Providing administrative support to ongoing environmental projects.
- Coordinating with project teams to ensure timely completion of tasks and deliverables.
- Sourcing and selecting appropriate training resources and materials.

**4. Training Delivery:**

- Delivering training sessions in various formats, including classroom, online, and blended learning.
- Utilising effective training methodologies, such as role-playing, case studies, and group discussions.
- Providing timely and constructive feedback to participants.

**5. Evaluation and Measurement:**

- Evaluating the effectiveness of training programs through surveys, assessments, and performance metrics.
- Analysing training data to identify areas for improvement and make data-driven decisions.

**6. Knowledge Management:**

- Creating and maintaining a knowledge repository of training materials and resources.
- Promoting a culture of continuous learning and development.

**7. Volunteer Management:**

- Providing training and support to volunteers to enhance their skills and contributions.
- Developing volunteer orientation programs and ongoing training opportunities.

# Compensation & Benefits

- Volunteers have their rights as prescribed in the Constitution of Burmese Orchid.
  - Volunteers may claim an allowance if it's deemed necessary and approved by the Treasurer.
  - Volunteers may enjoy the benefits & privileges of Burmese Orchid Membership Benefits while in their service.
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- Volunteers may receive an appreciation certificate only after completing three months of service.
- Candidates may request a letter of recommendation only after serving for at least four months.
- Decorations, awards, and badges may be awarded based on work performance.

## Competency Requirements

To excel in this role, a Training & Development Specialist in Burmese Orchid should possess the following competencies:

### **Strong Organisational Skills:**

- Strong organisational and time management skills to prioritise tasks, meet deadlines, and manage multiple projects simultaneously.

### **Interpersonal Skills**

- **Teamwork:** Ability to work collaboratively with a diverse team of HR officers and program managers.
- **Communication:** Excellent written and verbal communication skills to convey information clearly and concisely.
- **Problem-Solving:** The ability to identify and resolve training-related issues and challenges.
- **Attention to Detail:** A keen eye for accuracy and precision in financial records, reports, and other administrative documents.

### **Technical Proficiency:**

- Proficiency in relevant software applications, such as Microsoft Office Suite, presentation tools, and learning management systems.

### **Personal Qualities**

- **Passion for Environmental Conservation:** A genuine interest in environmental issues and a commitment to sustainable practices.
- **Initiative:** Self-motivated and able to work independently.
- **Adaptability:** The ability to adapt to changing circumstances and learn new skills and technologies.
- **Curiosity:** A curious mind and a desire to learn.

