

	Hla Day - Job Description	
	Job Title:	Myanmar Artisan Toolkit Training and Development officer
	Reporting to:	Managing Director
	Duration of contract:	12 Months
	Location:	Yangon

Hla Day's Vision: To provide a sustainable market place, business and design training to support the livelihoods of Myanmar craft producers.

Hla Day's Mission: To capture the unique flavours of Myanmar design by locally sourcing materials, celebrating traditional skills and enabling both customers and producers to enjoy and benefit from unique, quality and contemporary Myanmar handicrafts.

Overview of role:
<p>To train and support local artisans with business tools to grow and develop their business knowledge. This will be done initially by facilitating the pilot project of the Myanmar Artisan Toolkit (MAT), a business training resource that supports artisans to apply the knowledge to their business taking into account different backgrounds, experiences and learning levels.</p>
Responsibilities:
<p>Training Local Artisans</p> <ul style="list-style-type: none"> • Facilitate MAT pilot project • Plan and deliver workshops and one to one sessions using the MAT content, building on practical skills and experiential activities necessary for artisans to deepen their understanding and run their businesses more efficiently • Liaise with existing and potential producers to identify the needs/challenges/motivations that participants experience with an ability to address this throughout training • Monitor and measure progress • Report to management on a monthly basis <p>Supporting the development of MAT</p> <ul style="list-style-type: none"> • Work together with the Steering Committee in prototyping and piloting existing and new training modules, content and resources • Help to develop training material and TOT • Help to build and test an inclusive training model that can be applied to artisans with different backgrounds, experiences and learning levels • Help identify opportunities and challenges in the pilot training phase • Monitor progress of participants <p>All Hla Day staff and volunteers are expected to undertake the following general duties:</p> <ul style="list-style-type: none"> • Be a brand ambassador who represents, supports and is committed to the Hla Day mission/vision • Respect Hla Day policies and established guidelines • Be a respectful team player • As a member of a small organization you will be occasionally required to fulfill other tasks that support the team
Essential requirements:
<p>Essential Experience and Knowledge</p> <ul style="list-style-type: none"> • Strong verbal and written communication skills in English and Myanmar • Strong understanding and experience in business and finance. Understand the needs/challenges/motivations that micro/small business owners experience and be able to address those throughout the training • Relevant working experience in training and development • Excellent interpersonal skills to facilitate a meaningful learning experience; confidence, flexibility, listening skills, able to work with different/difficult personalities • Experience in working cross culturally and with disadvantaged communities • Ability to lead groups through ambiguity and hold a space for learning and develop creative problem-solving.

- Positive attitude; self-motivated, outgoing, energetic and enjoy working with people

Employee name:		Employee signature:		Date:	
Manager name:		Manager signature:		Date:	