



Vacancy Announcement

Position:	Intern - 1 post
Location:	Yangon
Starting Date:	As soon as possible

Intern will be provided with transportation and incidental costs on a monthly basis (150,000 MMK)

Organizational Context

The Local Resource Centre (LRC) is an officially registered LNNGO which is providing capacity development to civil society organizations (CSOs) in Myanmar. Major activities of the LRC include 1) providing relevant and up-to-date information to CSOs to improve the socio-economic development of members 2) creating space and opportunity for Civil Society Organizations to dialogue with respective stakeholders 3) providing technical assistance to promote accountability and good governance among CSOs, and 4) conducting participatory research to address issues and areas pertinent to civil society development.

The Local Resource Centre (LRC) is seeking an energetic young persons (Intern) who are willing to learn programme activities on development sectors in Myanmar. The Intern will be under the direct supervision of the Operations Director in Yangon. The contract duration is foreseen for 6 months.

Duties and Responsibilities

Job Summary

The focus of this position is to contribute to development program of Local Resource Centre, to gain knowledge and understanding, and obtain practical work experience on project/program in the development sectors.

Key Responsibilities of Intern

- The Intern's primary responsibility is to serve as a receptionist and to perform assigned tasks to furthering their learning objectives to the best of her or his ability.
- Assisting in programme activities and events such as meetings, trainings, and workshops.
- Supporting LRC Program activities
- Maintain filing system
- Travel to the project area as necessary

POSITION REQUIREMENTS

I. Education

- Graduate in any field.

II. Essential Criteria

- Energetic with a commitment to working for the development program
- Must be available for full time work for six months (at least)
- Computer knowledge and skills on (Microsoft Office Word and Excel)



- Good interpersonal skills
- Ability to work in team environment
- Be self-motivated, enthusiastic and positive
- Interested in knowledge sharing and learning process

III. Language(s)

- Some fluency in English (written, typing and spoken)

V. Application information and requirements:

- This position is advertised on **24th May 2019**.
- Deadline for applications is **31st May 2019**.
- Interested and qualified candidates for the position should be sent to address below with the following documents: 1) an *LRC Application Form*, 2) *Cover letter*, 3) *Curriculum Vitae*, and 4) *one current passport-size photo* with 2 referees (email/ contact telephone number) will be required at time of interview to LRC at the following address.

HR Officer: (hr@lrcmyanmar.org)

LRC main number: 09 253 397 749~53

Local Resource Centre

Room 2 A+B, 2nd floor, Lamai Condo, Myay Nu Street, Sanchaung, Yangon.

- Applications that do not meet the requirements will not be considered. Please do not email applications larger than 2MB.
- Only short-listed candidates will be contacted.
- Interviews will be conducted in early to first - June 2019.
- Start date for this position is mid - June 2019 or earlier.



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Local Resource Centre

APPLICATION FORM FOR POSITION VACANCY
(Please complete the following details as fully as possible)

Position Name: _____ Date: _____

Name: _____

Contact details:

Home Phone Number:

Mobile Number:

Gender:

Date of Birth:

(D) (M) (Y)

Languages: (Please state fluent/conversation/poor)

Education:

(Please state educational qualification/ institution / year / major subject)

Key Skills:

Referees:

(Please provide the name and contact details for at least two referees)

Signature of Applicant
