



Early Dawn Microfinance Company Limited (“DAWN”) is a regulated microfinance institution that currently serves over 270,000 clients in 62 branches in Myanmar. It is a fast growing Institution with over 800 employees, with plans to expand to new regions, to serve additional segments of clients, with new and better products and services, to introduce innovations based on technology, and with an obvious need for additional departments and positions (www.dawn.com.mm). DAWN is registered under the Ministry of National Planning and Economic Development, and was granted a license by the Financial Regulatory Department to provide financial services to low-income clients as well as to small and medium businesses.

JOB PROFILE

Job Title	GL Training Officer
Location	Learning Resource Centre (LRC), Yangon.
Number of Position	1
Reports to	Group Lending Training Specialist
Interface with	Branch Head/ Branch Managers, Region Head
<p>This position will be based in Yangon Office with frequent visits to the branches in respective area. The incumbent is responsible for increasing Dawn’s productivity by teaching new skills and knowledge to New Loan Officers. S/he is responsible in designing and delivering training and technical assistance to New Loan Officers under the guidance of training specialist.</p> <ul style="list-style-type: none">• Organize and implement on the job training for newly recruited loan officers with the support of Branch Head/Branch Managers and Region Head.• Provide guideline and technical support to newly recruited loan officers in the first month of their employment.• Prepare training plan, follow-up trip plan, activity report, M & E report and submit to Training Specialist in monthly basis.• Arrange the training venue and prepare hard copy training such as modules, participant’s workbook, session plans, videos, and presentations.• Prepare regional level training budget and monitor training expenses• Take a co-facilitator role for class room training to new loan officers and for refresher training to existing field staff.• Regular visit to branches and monitor to ensure that new loan officers are performing job responsibilities according to training.• Provide written and formal feedback to Branch Head/ Branch Manager / Region Head, on the progress of trainees• Collect feedback from trainees and supervisors for training improvement• Participate in discussion, workshops, and regional wise operations meeting if required.• Oversee individual’s learning and development and keep the list of staff attending the internal and external trainings.• Maintain record of all training sessions and training document• Collaborate with regional management to identify training needs• Perform other duties assigned by line manager.	

PERSON SPECIFICATIONS

- A Bachelor Degree is required
- At least three years working experience in microfinance as Loan Officer in the specific market segment for the Group Lending Unit
- Knowledge of credit processes and policies in financial or microfinance institutions
- Excellent service, communication, presentation and interpersonal skills.
- Ability and willingness to travel regular basis.
- Computer proficiency in Microsoft words, excel and power points
- Knowledge of participatory training and adult education theories advantageous
- Good communication skills in local language, working knowledge in English
- Ability to work under pressure

To Apply

Interested and qualified candidates are requested to send an **Application Letter, Curriculum Vitae** to: jobs@dawn.com.mm or **Human Resources Department Phone No 09-457750916 (Viber)** , No.587, 3rd Floor, The Regency Offices, Pyay Road, 2nd Ward, Kamayut Township, Yangon **not later than 5PM. 21st May, 2024 (Tuesday)**.

Note: Candidates are also requested to mention in the applications if there is, blood/marriage relationships with the existing DAWN employees and please identify two reference persons. No requirement of photo or copy of certificates and only short-listed candidates will be contacted.