

**Myanmar Garment Manufacturers Association**  
**Training Centre Director**



**Job Description**

MGMA, Myanmar Garment Manufacturers Association is looking for an experienced **Training Centre Director**

The **Myanmar Garment Human Resources Development Center** (MGHRDC) is a Training Institute for the Garment Industry, situated in North of Yangon and operated by the **Myanmar Garment Manufacturers Association** (MGMA) since 2006.

The Myanmar garment industry continues to grow at a rapid pace, generating thousands of new jobs each month as factories expand. More than 500,000 employees are currently working in the sector - and the number is constantly rising. To respond to the high demand and needs of the industry it is vital to provide a solid education and vocational training for garment workers.

Currently MGMA offers free sewing operator training sessions at the MGHRDC to provide students with a solid basic education in preparation for their jobs at garment factories. In addition, a supervisor training for MGMA members is offered several times a year.

In future however it is planned to grow and expand the training offers of MGHRDC and offer key training modules such as QM, merchandising, pattern making will be initialized.

That's why we need your support and a reliable Training Center Director at the Training Center who wants to grow with us.

**Overall responsibilities**

As director of the MGHRDC you will play a key role in all organizational and technical matters. You provide a leadership and management expertise in strategic planning and a technical know-how in garment engineering, training program development and management. You will supervise a team of trainers with the aim to achieve excellence in training center administration and operations. This task is to be fulfilled in close cooperation with the MGMA Executive Board and the operating MGMA Managing Director.

H/She will be responsible to manage the newly developed the GTI campus and its training collaboration including TOT programs.

### Key responsibilities

- Supervise overall operations and administrative tasks of the Training Center
- Management of the training center and training services in terms of budgeting process, including financial control over budget and expenditures
- Create a training program regarding the training needs of MYA garment sector
- Implement new training programs and schedule a training plan
- Managing a team of trainers and develop a HR plan for MGHRDC staff
- Managing to the MGHRDC's instructors and Trainee instructors from Ministry of Education.
- Good coordination with relevant development partners and government stakeholder
- Monitor the trainings and evaluate the results
- Managing data collection of training programs/participating companies
- Promotion and Marketing of MGMA/MGHRDC service offer
- Set-up an MGHRDC Alumni program (regarding internships etc.)
- All other duties as assigned by Managing Director and EC board if necessary

### Requirements

- At least 3 years of experience in training center management or professional, managerial experience in the Garment Industry
- Experience in financial management, human resources and general administration
- Leadership skills and ability to work in a team
- Strong interpersonal, organization and communication skills
- A dynamic, self-motivated, open – minded personality, demonstrate adaptability and flexibility
- Familiar with a multi-cultural working environment and accustomed to working with people from various backgrounds
- Excellent computer skills
- Fluent in Myanmar and intermediate level of written and spoken English

## Reporting

- The **Training Centre Director** reports to the EC board and Managing Director.

## Salary

- MGMA offers competitive salaries based on education background and experience of the applicant.
- *Qualified applicants should submit their applications electronically to MGMA at:* [managingdirector@myanmargarments.org](mailto:managingdirector@myanmargarments.org); [labourofficer.myanmargarments@gmail.com](mailto:labourofficer.myanmargarments@gmail.com) *in person at MGMA office, Floor 9, UMFCCI Tower, 29 Min Ye Kyaw Swar Street, Yangon, Myanmar.*