



## Career with BRAC Myanmar

BRAC is an international development organisation working in different countries in Asia and Africa dedicated to alleviating poverty by empowering the poor and helping them to bring about positive changes in their lives by creating opportunities. Our mission is to empower people and communities in situations of poverty, illiteracy and diseases. Our interventions aim to achieve large scale, positive changes through economic and social programmes that enable women and men to realise their potential. In Myanmar BRAC is offering pro-rural and pro-poor services since 2014 with its holistic development model through its 700+ workforce in 85 branch offices in Yangon, Bago, Mandalay, Sagaing regions, Mon, Shan, and Kayin states and Union area Nay Pyi Taw. Through the microfinance plus approach BRAC here offers the opportunity for the people living in poverty specially women to have access to sustainable financial services with the aim to implement other development intervention in agriculture, healthcare and education. For details, <http://www.brac.net.net/myanmar>

Position Title: Management Trainee (5 Post)  
Job Location: Based in field offices of BRAC Myanmar MFCL  
Report to: Head of Business Development  
Monthly Salary: 913658 MMK  
Application deadline: 25<sup>th</sup> Jun 2025

### Key Responsibilities:

- Learn, practice and promote the organization's policies, procedures, Culture and CORE VALUES across the organization.
- Learn about BRAC and company operations, staff functions and managerial aspects which are significant in the proper functioning of an organization through extensive field visits across the country.
- Learn and perform in Branch operation of Microfinance, prepare work plan, set target and monitor the achievement along with proper office Management and staff Management task.
- Collaborate with colleagues and stakeholders across different functions and job levels to build relationships, share information, and increase collaborative efforts.
- Lead a performance driven team by setting Performance objectives in collaboration with Operations Management and other related departments.
- Learn about the key players in the field of Microfinance & development which might help make strategic decision while role playing or taking responsibility.
- Receive training from the departments concerned in addition to performing duties in several departments such as Microfinance operations, Accounts, Human Resource dept, IT, Administration, Logistics & procurement etc.
- Receive on the job and off the job training and make better input in operations and functions professionally so that successive transferability between other departments is carried out properly by the management trainee training will go under one year on job training in different phases along with classroom knowledge. It's a fast-track career aim to fill up the future leadership positions of Microfinance Company. Trainees will be developed by Sr. Leadership career development mentoring and national/oversee training/exposure.
- After successful completion of training, trainees will be posted as Regional Manager, MF (Manage around 10 branch offices) or Assistant Managers/Coordinators position at country office based on staff competency and position need.
- Perform additional duties which are often assigned to management trainees by respective management.

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***BRAC is an equal opportunities employer***



#### **Additional Responsibilities:**

- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.
- Follow the safeguarding reporting procedure in case any reportable incident takes place, encourage others to do so.
- Adapt and support to achieve BRAC mission in terms of the social performance management objectives as well as the financial performance through its high valued workforce.

#### **Competencies Requirements:**

- Diverse education background of bachelor's degree holder with good academic track record preferably from Business/ Economics/ ICT/ and MBA holders or master's degrees in foreign universities is highly appreciable.
- 1-2 years' working experience in a reputed organization will add value but not mandatory.
- Willingness to travel and stay in rural areas where a lot of BRAC operations take place.
- Good communication with both written and oral in English and Myanmar.
- Able to adapt in Microfinance industry context.
- Respectful to cultural diversity.
- Proficient in using MS Office.
- Good English language proficiency
- Female candidates are particularly encouraged to apply

BRAC believes every one of its employees, suppliers, downstream partners, visitors, clients and community including children, youth and vulnerable adults that come into contact regardless of age, race, religion, gender, disability or ethnic origin has the right to be protected from all forms of harm, abuse, neglect, harassment, and exploitation. We guarantee assessment of candidates with disabilities who meet the essential requirements. **We are proud to be an equal opportunity employer** and will do everything possible to ensure that those who are suitable to work within our values and beliefs are recruited to work for us. Any personal persuasion will result in disqualification of candidature.

If you feel that you are the right match for the position, **please send an application to:**

Email: [recruitment.myanmar@brac.net](mailto:recruitment.myanmar@brac.net) by mentioning **the application for Management Trainee** position or hard copy can be delivered to: Human Resources Department, BRAC Myanmar, # No.17, Pyi Thar Yar Housing, Street p1,15 Ward, Yankin Township, Yangon, Phone: 01-8603578

Interested internal candidates are also encouraged to apply by submitting their most recent CV. The CV should include detailed information on all job assignments, along with your BRAC PIN. Please send your application to Email: [recruitment.myanmar@brac.net](mailto:recruitment.myanmar@brac.net)