

Vacancy Announcement – Technical Coordinator

The Extractive Industries Transparency Initiative (EITI) is a global standard for transparency and accountability in the oil, gas and mining industries. The aim of EITI is to improve openness and accountable management of revenues from natural resources so that they lead to growth and socio-economic development for a country and its citizens.

Governments formally sign up to EITI and commit to work with companies and civil society to implement EITI in their country. EITI requires government to publicly disclose all relevant payments received from extractive industry companies, and at the same time companies are required to publicly disclose all relevant payments made to government.

The EITI process is overseen and implemented by a multi-stakeholder group of government, companies and civil society that decides what the scope of EITI should be in their country. Myanmar became a candidate country in July 2014, and produced the first EITI report in January 2016, and 2nd and 3rd report on March 31, 2018. Production of the 4th report is now underway.

The Myanmar EITI's National Coordination Secretariat (NCS) supports the Multi-Stakeholder Group (MSG) of government, companies and civil society in the EITI process in the country to ensure the coordination, administrative, technical, logistical and communications services in this process.

The NCS is looking for suitable candidate to fill the following position:

Title of the Post:	Technical Coordinator
Duty Station:	Yangon
Type of Service:	Full Time
Working Day	5 Days a Week
Working Hours	9:00 am - 5:00 pm
Work Supervisor:	NCS Programme Manager

The Technical Coordinator is responsible for coordinating and facilitating with the Independent Administrator to implement the MEITI reports, technical coordination between NCS Management and Technical Team in dealing with Forestry Independent Administrator, BO Consultant, Mining Cadastre Consultant and others.

Duties and Responsibilities:

- Provide technical support to the Independent Administrator, MSG and Sub-committees to ensure Myanmar meets the technical requirements of the EITI Standard.
- Assist NCS with technical preparation and facilitation of MEITI events (Leading Committee, Working Committee, MSG meetings, Sub-committee Meetings and Workshops etc.)
- Advise and coordinate with the MSG and MEITI stakeholders on technical matters such as EITI requirements under the 2016 Standard, EITI implementation, data gathering and analysis, and understanding EITI reports.
- Facilitate the work of the Independent Administrator for data collection to ensure that the reporting entities understand the information they need to provide through EITI process and to ensure data quality and integrity.
- Develop MEITI annual progress report.
- Liaise with the EITI International Secretariat on technical matters such as the EITI Standard, EITI, report analysis, scoping studies, terms of reference and relaying to the MSG all communications with the EITI International Secretariat.
- Contribute to MEITI communications, capacity development and outreach activities, through data analysis, explanation of the possible uses of information in the EITI report, understanding and explaining EITI requirements and thematic issues, and presentation of the findings of the report to various stakeholders.
- Provide technical support to procurement processes, particularly the preparation of terms of reference.
- Provide technical support on the implementation of the Beneficial Ownership Roadmap.
- Provide technical support in the formation of sub-national units in different Regions and States with active extractive industries projects.
- Perform other duties that may be assigned by the Program Manager and National Coordinator.

Qualifications:

- A graduate degree in a relevant discipline
- At least 5 years of experience working in extractive industry (mining, forestry or oil and gas) with government and/or private sector in Myanmar
- Experience in working with government, private sector and civil society and on multi-stakeholder processes would be an advantage
- Fluency in written and spoken English and Myanmar
- Must have good interpersonal skills
- Ability to work under pressure and take multiple tasks
- Ability to work with a team and take initiative
- Ability to use Microsoft Excel, Word, PowerPoint and other communications software

Women are encouraged to apply.

Applicants should submit a CV and cover letter explaining their interest in the position to communication@myanmareiti.org or info@myanmareiti.org by 15 May 2019.