

## Vacancy Announcement

**Background on MEITI-NCS:** 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 tripartite multi-stakeholder group of government, companies and civil society that decides what the scope of EITI should be in their country. Myanmar was awarded candidate country status by the EITI Board in July 2014, its second, third and fourth EITI Reports were submitted successfully.

The National Coordination Secretariat (MEITI-NCS) supports the multi-stakeholder group of government, companies and civil society to ensure the coordination, administrative, technical, logistical and communication services in this process.

### **MEITI-NCS is looking for suitable candidate to fill the following position:**

<p><b>Position Title:</b> Programme Manager <b>Location:</b> Yangon <b>Reports To:</b> National Coordinator <b>Contract Term:</b> Fixed contract term based on project period</p>
---

**Job Summary:** *The Programme Manager is responsible for ensuring that MEITI meets its Program objectives as outlined in the TOR and Work Plan; including effective and timely coordinating, implementing among core EITI stakeholders, support to the Multi stakeholders Group (MSG) members, sub-committees, Civil Society Organizations, EITI International secretariat.*

### **Key Responsibilities:**

- Day-to-day manage the team members at the National Coordination Secretariat, under the direction of the National Coordinator. Oversee all administrative, financial and project implementation in accordance to the Work Plan and budget
- Take the lead on designing organizational development policies, capacity building and strategies under supervision of the National Coordinator
- Work closely with the Budget Department under the Ministry of Planning and Finance to ensure implementation of Multi-Donor Trust Fund grant administered by the World Bank through the management of the Financial Officer
- Coordinate and liaise among Myanmar EITI stakeholders in routine administrative matters such as meeting attendance and agendas, distribution of documents, providing updates from the International Secretariat and other partners.

- Oversee communications team to manage MSG subcommittee meetings and sub-national meetings, including sending invitations and arranging for review, finalization and distribution of meeting minutes.
- Design & Organize the participatory learning events such as meeting, trainings, workshops, and campaigns of the coordination team.
- Ensure implementation of the EITI National Work Plan by organizing regular stakeholder consultation meetings
- Manage all reporting for the MEITI NCS including - activity reports, narrative reports and facilitate the preparation of technical reports whenever necessary
- Overseeing the finance team in financial reporting and audit process
- Take the overall responsibility for communicating with donors for Reporting and asking approval for Budget Revision, No-cost extension and others if necessary
- Give the technical suggestions in the development of IEC- (Information, Education and Communication) production
- Formulate the proposals for the coordination team and CSO partners if required to contribute to the proper implementation of the Work Plan.
- Perform other duties that may be assigned by the Advisory Team, National Coordinator and MSG members.
- 

#### **Qualifications:**

- Hold Master's degree in Political Economy and Development, Public Administration or Public policy or Natural Resource Management or Political Science
- Fluency in written and spoken English and Myanmar
- Must have good interpersonal skills;
- Minimum eight years work experienced in management responsibility in development projects
- Team building in multicultural environment, efficient and effective delivery of project milestones
- Strong political awareness knowledge of governance institutions, facilitating partnerships across governing authorities, community groups and members of public
- Should be organized, systematic and dynamic and must interact well with others
- Ability to work with a team, to take initiative and multi-tasking
- Ability to organize workload, respond to multiple demands and meet short deadlines
- Excellent analytical and project management skills
- Willingness to work under pressure to meet deadlines
- Knowledge and experience in EITI is an advantage but not mandatory

#### **Application Procedures:**

If you are interested in applying for this position, please email your Application Letter and Curriculum Vitae to [communication@myanmareiti.org](mailto:communication@myanmareiti.org) by **15 May 2019**.

*Only short-listed candidates will be invited for relevant tests and/or personal interviews.*

*Please note that due to the urgency of this position, applications will be reviewed on an ongoing basis and MEITI-NCS reserves the right to initiate the recruitment process before the deadline of application.*