



Ethnic Nationalities Affairs Center (Union of Burma)

တိုင်းရင်းသားလူမျိုးများရေးရာစင်တာ (ပြည်ထောင်စုမြန်မာနိုင်ငံ)

Supporting the peace process and development of democratic institutions in Burma

Vacancy Announcement

November 8, 2018

Project Director

Responsibilities:

- Manages, oversees and supervises the project.
- Monitors and conducts regular evaluation of the project to ensure excellent project quality.
- Develops budget and ensures that the project operate within the budget.
- Represents the project to the outside world, and acts as a contact person between the project and donors.
- Establishes performance management process and conducts annual performance reviews of all staff.
- Writes reports on project for management and donors.
- Reports to the Executive Director.

Requirements:

- Experience in project and grant management.
- Proven experience in supervising staff.
- Ability to multi-task and to work with team.
- Excellent written and spoken skills in English and Burmese.
- Excellent contextual understanding of the current peace process in Burma.
- A Master's degree (preferred).

Working Conditions:

- The Project Director will primarily work at ENAC Office in Chiang Mai, Thailand.
- This is a 6-month project with likelihood for renewal.

Application:

Interested individual may send his/her CV in English and a cover letter in English to info@burmaenac.org.

Closing date: 22 November 2018.
