

## **Vacancy Announcement: Program Coordinator (m/f)**

The Myanmar Office of Heinrich Böll Foundation is seeking to the next possible date a full-time **Program Coordinator Resource Governance and Development** (natural resource governance; environmental and social justice; impact of FDI and ODA in Myanmar's development) to join our Yangon team. The Program Coordinator Resource Governance and Development acts under the direct supervision of the Office Director. In joining our team you will become part of the global Heinrich Böll Foundation network.

Heinrich Böll Foundation is rooted in the green political movement. As political foundation we are an independent organization but affiliated to the German Green Party. Our main areas of work are ecology and sustainable development, democracy building, human rights and social justice. We place particular emphasis on gender democracy, i.e. social emancipation and equal rights for women and men. We are also committed to equal rights for cultural and ethnic minorities and to the political participation of immigrants. We promote non-violence and proactive peace policies.

To achieve our goals, we build strategic partnerships with others who share our values for advocacy, political dialogue and civic engagement. Heinrich Böll Foundation is based in the Federal Republic of Germany, yet we currently operate 34 offices world-wide.

The Myanmar Program of the Heinrich Böll Foundation seeks to contribute toward a democratic transition and an inclusive and sustainable development for the benefit of all people in Myanmar. The Program dates back to the early 2000s, when the Foundation decided to support civil society inside Myanmar by awarding scholarships to promising young students from all parts of Myanmar. Heinrich Böll Foundation Myanmar now has two operational programs in (i) Resource Governance and (ii) Political Culture.

### **Our culture**

Mutual respect and trusting co-operation among ourselves and with our partners is the base of our partnerships.

We are an open organization. The executive board and all of our employees engage in open dialogue, both internally and externally.

We promote equal opportunities, attentive, respectful dealings between women and men, intercultural competence, and a productive engagement with diversity.

Commitment, expert and social competence, and flexibility are features of our employees. They are highly qualified, team-oriented and, with their high level of motivation, they constitute the most important asset of the Foundation.

As a political foundation, we act independently from government but also the Green Party.

## **Main responsibilities**

### **Program Management**

- Develop, plan and implement the program in consultation with the office director:
  - Develop, coordinate, monitor and evaluate projects and activities in the Resource Governance & Development Program in cooperation with relevant stakeholders;
  - Draft contracts, Activity Documentations and other accompanying documentation for projects to be funded by Heinrich Böll Foundation;
  - Assess, control and adjust project budgets;
  - Ensure compliance in own field of activity with the statutory regulations as well as the internal regulations of Heinrich Böll Foundation;
- Represent Heinrich Böll Foundation in the Resource Governance & Development Program vis-à-vis partners, civil society organizations, international and national organizations;
- Undertake research and analysis of subjects related to the program;
- Prepare articles for homepage and Facebook, a monthly overview on most important political developments in Myanmar, and other PR work related to the program;
- Participate in hbs “fair global deal” network discussions and meetings.

## **Required qualifications and competencies**

- Relevant Master’s degree and a minimum of five (5) years working experiences related to the program’s contents with local or international Non-Profit Organizations;
- Very good understanding of international and local political landscapes;
- Very good knowledge of history and politics of Myanmar and South-East-Asia, in particular with regard to natural resources, environment and energy issues;
- Sufficient knowledge of the manifesto and politics of B90/ Die Grünen with regard to the specialist field and the South-East-Asian region;
- Good understanding of project management, monitoring and evaluation;
- Good understanding of funds management and donor requirements;
- Fluent in Myanmar language, very good command of spoken and written English, proficiency in German is an advantage;
- Computer and social media literacy;
- Excellent interpersonal, communication, and presentation skills;
- Intercultural tolerance and sensitivity;
- Sharing of our values and the ideas and policies of the global green movement;
- Ready to travel in Myanmar and abroad.

## **What we offer**

- A competitive salary plus benefits, including an accident insurance package;

- A small and dynamic team in a friendly and interesting work environment;
- The possibility of professional development;
- Access to and regular exchange with a global team of like-minded Heinrich Böll Foundation staff.

**Place of Service:** Yangon, Myanmar (with travel within Myanmar and abroad).

**Starting Date:** as soon as possible.

**Deadline for applications:** 28 February 2017.

If interested, please apply with CV and motivation letter in English at: [info@mm.boell.org](mailto:info@mm.boell.org). For further information on Heinrich Böll Foundation Myanmar, see: [www.mm.boell.org](http://www.mm.boell.org).