WE’RE HIRING: PROGRAMME ASSOCIATES

MCRB is seeking to hire two Programme Associates to work on different aspects of the responsible business agenda. We are a small motivated team which works on a variety of issues connected to business such as responsible tourism, land, discrimination, impacts of business on ethnic minorities and children, biodiversity, environmental impact assessment, transparency and public participation.

MCRB analyses the policy and legal framework and responds flexibly to the opportunities for advocacy with government and Parliament to build a Myanmar legal framework which protects human rights. We also encourage businesses to conduct human rights due diligence, help them to understand what that means, and share experience. We work with civil society groups and human rights defenders to influence better business practices. We conduct workshops and discussions through Myanmar, and bring different stakeholders together to discuss responsible business.

Our ideal candidates will have a strong commitment to, and interest in, responsible business and the impact of investment on human rights, environment and wider society. Since we work a lot on draft laws, and make policy recommendations, you might have a degree in law, or public policy. However, we welcome any discipline. You should be fluent in Myanmar and have good English, and ideally have a few years’ experience working in a business or NGO environment in related areas. You should be a confident communicator, although we do, of course, offer on the job training and development opportunities to build your skills and knowledge.

We are looking for people who like to track down information, analyse laws and policies, connect people, and join the dots across issues and groups, such as business, civil society and government stakeholders to promote responsible practices. That includes helping to design, organise and speak at multistakeholder dialogues and workshops, advocacy in writing and orally, and writing and translation/checking of documents, correspondence and presentations, etc. in Burmese and English.

Start date: asap
Hours: 40 hours per week (but we are open to applicants wishing to work part-time)
Contract: One year (renewable subject to funding)
Location: Yangon, with extensive travel throughout Myanmar
Salary and Benefits: Competitive salary based on experience, to be paid in USD. Paid local holidays and contract will be made under the law of Myanmar.
## PERSON SPECIFICATION

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<th>Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
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| • Bachelor degree in any field from any recognised university | • Bachelor degree in law, or public policy  
• At least three year’s work or post-graduate study in relevant fields | • Master degree in a relevant topic e.g. business, development, human rights  
• Qualifications, research or training relevant to human rights, or business/human rights/sustainability |

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<th>Experience</th>
<th>Essential</th>
<th>Desirable</th>
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| • At least two year’s work or post-graduate study in relevant fields  
• Experience in data and information management  
• Engaging government, business and/or civil society stakeholders  
• Organising workshops and training programmes | • Working with, or in, a business  
• Working with, or in, a NGO/Think Tank/Policy Consulting firm  
• Tourism, Environment |

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<th>Knowledge and Skills</th>
<th>Essential</th>
<th>Desirable</th>
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| • Fluency in Burmese including Burmese typing skills  
• Upper Intermediate or Intermediate written and oral English skills  
• Microsoft Office programmes (Word, Excel, Powerpoint)  
• Experience in desktop research and analysis  
• Experience in public speaking and communicating with various stakeholders | • Other Myanmar and/or Asian languages |

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<th>Personal Qualities</th>
<th>Essential</th>
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| • An interest in, and commitment to, responsible business and human rights  
• Able to work in a team, as well as proactively and independently  
• Flexible, able to work under pressure, multi-task and manage competing demands in a dynamic organisation  
• Able to plan, organise and prioritise workload and meet deadlines  
• Attention to detail and able to maintain a high level of accuracy in preparing and presenting information  
• Able to maintain confidentiality  
• Cross-cultural awareness and sensitivity, and able to work with a range of individuals and organizations  
• Willingness to learn new skills |
APPLICATION PROCESS

MCRB is an equal opportunities employer and welcomes applications from women, ethnic and religious minorities and people with disabilities.

To apply for this role, please email your CV and cover letter to Maya Muller, Programme Associate, at maya.muller@myanmar-responsiblebusiness.org by 20 February 2020 (indicating why you should be considered for this post, showing your suitability for this role using the person specification and where you saw the vacancy advertised).

Please include the names of two referees. References will be sought for shortlisted candidates.

MCRB will aim to acknowledge all applications.