



Myanmar Business Executives Association (MBE)

Post Title	:	Regional Program Coordinator for LEAD (Local Entrepreneurs Assistance and Development)
Deadline for Application	:	24 th June 2017
Duty Station	:	Bagan/ NyaungOo Office
Duration of Employment	:	12 months (July 1 2017 to June 2018)
Reports to	:	MBE Management team in Yangon

MBE is a network of more than 1000 MBA graduates, business entrepreneurs and owners who want to contribute to Myanmar sustainable development through responsible business practices.

We are an high-end business education provider, a community development practitioner, and an advocate for deep corporate social responsibility.

Our activities include responsible business development activities, community development programs (livelihood, community building, health, infrastructure), education and capacity development programs (business education, social development subjects, human rights, organizational development) and microfinance programs.

LEAD Program Details

LEAD, Local Entrepreneurs Assistance and Development program is designed for capacity development for Small and Medium size businesses of Bagan NyaungOo and surrounding area by training and mentoring by Yangon based successful entrepreneurs. The program activities include the seminar, workshop, training and networking for total of 12 months period.

Regional Program Coordinator Responsibilities

- Assist MBE Program team of Yangon and coordinate with Bagan/NyaungOo area SMEs for the flawless execution of mentoring programs
- Ensure that all mentoring programs are delivered on-time and within scope and budget together with Accountant and Administrator of MBE and facilitator from BCB center based in Yangon
- Track and analyze mentoring programs' performance, expenditures, procurement and report about any possible or current blockers, risks, overflows, deficits
- Tracking the mentorship program of each mentee

- Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Based on provided scope and requirements translate them into tasks, schedule and assign tasks
- Work with team on project work to keep project going according to schedule
- Track, analyze and Report to the MBE Management on progress and likely variation to the project scope, project schedule, and project costs and suggest the improvements to all the above.
- Report and escalate to MBE CECs as needed
- Create and maintain comprehensive project documentation
- Participate in team's performance reviews
- Perform quality assurance
- Close project and documentation, pass project deliverables to operations.

Qualification and Experience

- Self-motivated and able to work both independently and as the member of a team.
- Good interpersonal, social communication and organization skills and a plus point for sense of humor
- Willingness to learn or adapt to new ideas and procedures.
- Ability to coordinate team and provide supervision to achieve project gold.
- Ability to work quickly and accurately under time pressure and tight deadlines.
- Strong computer skills competency in Microsoft Office (Excel, Word).
- Working Knowledge in spoken and written English.
- Minimum of two years progressively responsible experience in SME development, Capacity Building, Management fields
- University Degree plus relevant combination of academic qualifications and experience in Community development field is required.
- Age between 23 – 35 years.
- Knowledge of donor rules and regulations regarding grants and contract, and procurement

Interested and qualified candidates are invited to send a Cover letter and Curriculum Vitae together with academic transcripts (copy) and expected salary to;

Myanmar Business Executives Association (MBE) Room 508, 5th Floor, San Yeik Nyein Gmone Pwint Center, Insein Road, Kamaryut Township, Yangon or
admin@mbemyanmar.com, mbemyanmar@gmail.com

Only short-listed candidates will be informed /contacted for future interview.