



JOB DESCRIPTION

Job Title:	Branch Manager
Place of Work:	Ye U Township
Duration:	1 year renewable
Starting Date:	As soon as possible
Reports to:	Operations Manager and General Manager

About the organization:

The Thitsar Ooyin microfinance commenced its activities on 1st January 2018. Founded by international development NGO GRET, Thitsar Ooyin is governed by Myanmar law. It aims to provide loans to poor disadvantaged populations in rural areas with a view to funding income-generating activities.

Thitsar Ooyin (which means “Garden of Loyalty” in Myanmar) is a continuation of the microfinance activities that GRET has been implementing in Myanmar for more than twenty years now. The NGO created the first Myanmar microfinance institution in 1995 in Chin State, an isolated mountainous region in North-West Myanmar. Following this initial success, GRET decided to expand its financial inclusion services by creating a second microfinance institution in the Dry Zone (Sagaing region) in 2014.

As of now, the social enterprise is delivering financial services to 29,000 active clients with a portfolio of 5.3 million of US Dollars and a growing and high quality loan portfolio. Over the coming five years, the institution aims to expand its outreach to new townships with a range of loan products adapted to the needs of borrowers (group loan, agriculture loan, livestock loan, micro-enterprise loan, investment loan).

Thitsar Ooyin has two Regional Offices, one in Hakha, Chin State and the other one in Monywa, Sagaing region. Each Regional Office is under the responsibility of a Regional General Manager.

Job Purpose

To implement and manage microfinance activities and related activities of the Thitsar Ooyin in the Dry Zone, at branch level, under the supervision of the Operations Manager.

Key responsibilities

The Branch Manager will be responsible for the development of microfinance activities of the Thitsar Ooyin Microfinance in the Dry Zone in its assigned township in a timely and efficient manner hence contributing to the achievement of the Thitsar Ooyin’s outputs in collaboration with the respective teams. S/He will be responsible to carry out the following related duties at branch level: general branch management, human resources management, planning, reporting and monitoring. In addition, s/he will be in charge of ensuring strict compliance with all project policies and procedures in a very effective manner.



He/she will be responsible for:

- Implementing the development of microfinance activities in close collaboration with the Operations Manager in accordance with the defined objectives and policies
- Developing good relations with village authorities and explain the objective of the microfinance project in coordination with loan officers
- Opening new villages and supervision of the Village Credit Schemes financial situation in coordination with loan officers
- Management of loan officers, including assistance with problem solving and arrears collection
- Managing the branch staff (recruitment, trainings, technical support, meeting, supervision, staff evaluation...)
- Drawing estimated budget, cash flow forecasting, and operational targets for planning purpose
- Supervising accounting of the branch office and banking relationship / transactions
- Submitting regular reporting on financial and operations matters to the hierarchy
- Supervising administrative work of the branch office

Person specifications

- At least a bachelor degree in finance, accounting, management, economics or related diploma
- Accounting knowledge
- At least 3-year experience in microfinance / livelihood projects and preferably management/training experience
- Knowledge of Dry Zone Region, an asset
- Strong computer proficiency (MS Office) and analytical skills
- Able to apply regulations and discipline
- Capacity to learn quickly, communicate, train and collaborate with other staff
- Good Myanmar and English written and spoken language skills
- Sense of responsibility, transparency and honesty
- Capacity to visit Project villages by **motorbike** (motorbike driving license required)



Thitsar Ooyin Company Limited

Reg No.:111963940

Written applications (CV and cover letter) should be submitted by email to dz.hr@thitsar-ooyin.com – [or]
Thitsar Ooyin Regional Office, No.45, Tharyar Aye Street, Htan Taw Aung Yadanar Ward, Monywa [or]
Thitsar Ooyin Branch Office, No.590, Aung San Ward, Ye U Township, Phone; 09 977745844 **before 26th of April, 2024.**

Subject: “**Branch Manager for Ye U Township**”

Only short listed applicants will be interviewed. Interviews will be organized in **May, 2024** in Thitsar Ooyin Regional Office, Monywa.

Notification will be given at the same time than short list.

Thitsar Ooyin Regional Office, Monywa

No.45, Tharyar Aye Street, Htan Taw Aung Yadanar Ward, Monywa Township, Sagaing Region

Office Phone: 09 9749 36127

E mail : dz.hr@thitsar-ooyin.com