



Mandalay Regional Coordinator (base in Amarapura and Sagaing)

Reports to: Senior Crafts Programme Officer

Working days: Monday to Friday, Full Time

Salary: competitive, based on experience

Start date: 13 May 2024

Contract: 1-year employment contract with 3-months probationary period

Background

Turquoise Mountain was founded by His Majesty King Charles III (the then Prince of Wales) in 2006. Inspired by His Majesty's vision of heritage-led regeneration, we support artisans and their communities with everything they need to sustain themselves and revitalise their heritage, in Afghanistan, Myanmar, and across the Middle East.

Turquoise Mountain Myanmar was established in 2016, promoting traditional textile weaving, goldsmithing, and lacquerware production, and the rebuilding of historic buildings. Turquoise Mountain supports the sales of traditional Myanmar crafts to international markets and showcases the artisans' work on a global stage through exhibitions, creative and commercial partnerships, and bespoke commissions.

Main Responsibilities

- With support from the Senior Crafts Programme officer, map and document local textile traditions as and when required
- Outreach: maintain strong relation with established network of supported weavers and local businesses and facilitate partnership agreements and contracts where required. Facilitate access to the settlements for Turquoise Mountain Staff.
- Weaver Organisation: manage organized weaver groups and form new weaver groups, weaver representatives as needed – these will be your main Point of Contact.
- Production Management: provide day-to-day production supervision and mentoring to supported weavers; distribute orders and raw materials, negotiate pricing, perform quality control at various stages of the production process and pass on quality control reports to the Production Team.
- Training: work with the Head Office Team to receive a Training of Trainers in technical, design, doing business, financial literacy and social empowerment topics; set up a training schedule for supported Weaver Groups and Weaver Representatives; implement trainings across technical, design, doing business, financial literacy and social empowerment topics. Work with the Senior Crafts Programme Officer to set-up and facilitate trainings in Cut & Sew Work.



TURQUOISE MOUNTAIN

- Community support: assist cultural outreach program activities under guidance in respective regions as needed (including working with youths and children within different displaced communities, food relief programs, health and safety support, etc.)
- Data Collection and Verification: work with weavers and businesses to verify wages paid to weavers; collect data to ensure proper monitoring and evaluation of the programme activities and impact.
- Finance: work with the Senior Crafts Programme Officer and Finance Team to ensure payment to weavers; ensure Purchase Orders and Invoices are in place where required; request bank transfers from the head office; pay suppliers and scan and send all required documents to the Finance Team.

Other Responsibilities

- It is the nature of the work of Turquoise Mountain that tasks and responsibilities are in many circumstances unpredictable and varied. All staff are expected to work in a flexible way when the occasion arises and undertake tasks that are not specifically referenced in the job description. This position might include occasional traveling outside Yangon.

Skills and Experience:

- Passion for Myanmar textile will be a plus
- Previous experience in sourcing and buying fabric will be ideal
- Good logistics knowledge
- Facility in IT (Excel, Word, internet, email).
- Ability to speak Burmese fluently as well as the regional language
- Good English communication skills, both written and verbal
- Excellent personal organizational skills, including time management, and ability to meet deadlines
- Problem solving skills
- Willingness to travel within the region and occasionally to the office in Yangon
- Ability to work collaboratively with colleagues in Yangon and across the country and develop effective working relationships with the weavers and other actors involved

HOW TO APPLY:

Please send a cover letter and a CV (both documents are not more than 1 page) to vacancy.mm@turquoisemountain.org no later than 02.05.2024.

Please note that only shortlisted candidates will be contacted.