

Yangon Film School Management Vacancy

We have a vacancy in our management team
for the position of

Project Coordinator

Active in Myanmar since 2005, the non-profit organisation Yangon Film School has gained a unique reputation for providing solid filmmaking skills to a new generation of filmmakers.

This position will commence immediately with a three-month probation period followed by evaluation by the School's Country Director and Committee, and if positive, an annual contract with possible extension.

We are looking for a dynamic, imaginative and committed colleague willing to share in the YFS vision as a film education resource.

Job Details:

Start: 1 May, 2024

Contract: Full-time

Location: Yangon Film School, Yankin Tsp., Yangon, Myanmar

The **Project Coordinator** is responsible for administration of all of the Yangon Film School's training activities and cooperating with the YFS management team in Yangon and Germany.

The Project Coordinator is accountable for their actions in all respects to the YFS Steering Committee and YFS Country Director.

Duties include:

1. Assisting in the promotion, marketing and advertisement of the Yangon Film School's training programmes including promoting calls for candidates, targeting diverse areas and communities; coordination of recruitment interviews of new intake;
2. Liaising with the student body, Steering Committee(s) and public bodies;
3. Procurement of all training-related staff including Calls according to YFS procurement procedures;
4. Management of all applications for courses and other vacancies;
5. Preparation of all contracts connected to YFS' training programmes;
6. Inspecting all invoices relating to trainings to ensure that all required parameters are met;
7. Coordination of individual training courses including logistics together with the Office Manager;
8. Coordination of events, visits and meetings promoting the School's training programmes and other training and/or visibility activities;
9. Updating of data bases;

10. General administrative duties and office work such as filing, organising receipts according to YFS donor requirements and guidelines provided, responding to telephone calls and emails and forwarding emails;
11. Assistance in the research and preparation of statistics and other data needed for reporting including the School's M&E system.

Have you got what we're looking for?

We believe that the position of **Project Coordinator** at YFS represents a great opportunity for a talented organiser and communicator. Our ideal candidate will relish this opportunity to be a part of a team at the spearhead of a growing community of film professionals in Myanmar.

Candidates must:

- Be Myanmar nationals and permanent residents of Myanmar or returning to Myanmar having completed a course of study and/or term of related employment abroad;
- Be fluent in written and spoken Myanmar and English
- Hold a university degree or higher (desirable)
- Have excellent organisational skills
- Be IT-literate (Word, Excel, DTP skills an advantage)
- Be an excellent communicator with some knowledge of film and/or media
- Technical knowledge of film equipment/software an advantage but not compulsory
- Enjoy working in a team and with young people
- Display a 'can do' attitude

What we offer:

- Safe and supportive working environment
- Friendly management team operating according to international standards
- Opportunity for professional development and access to management training
- Medical package
- The opportunity to support talented young people and contribute to a valued centre of excellence
- YFS is an inclusive organisation and committed to employing a diverse workforce. People of all genders and ethnicities as well as people with disabilities are encouraged to apply.

Applications

Applicants should please send their complete application and return it together with their expected salary to Soe Arkar Htun, Country Director, at the YFS office, 5 Mya Yadanar Road, Pyi Thayar Avenue, Bauk Htaw, Yankin Tsp., Yangon OR via email to:

applications@yangonfilmschool.org by 26 April, 2024.

Only shortlisted applicants will be invited for an interview.