

Vacancy Announcement

Manager, Southern Shan State

Position Title:	Manager, Southern Shan State
Position Type:	Full time
Probation Period:	3 months
Number of Positions:	One
Location:	Southern Shan (Kalaw), with occasional travel to other parts of Myanmar
Eligible Applicants:	Myanmar nationals
Application Deadline:	Monday 14 July 2025

Background

SC Services Myanmar Ltd. GTY is a registered foreign company operating as a private company limited by guarantee with entirely charitable and non-profit objectives. In partnership with Swisscontact, the company is implementing initiatives to support and address critical needs in Myanmar's textiles, agriculture, and infrastructure maintenance sectors, with a focus on Yangon Region and Southern Shan State. Currently SC Services Myanmar is looking for a manager to be based in Southern Shan State (Kalaw).

Responsibilities

Under the supervision of the Head of Agriculture Component, the Manager, Southern Shan will implement the following tasks:

- Primarily manage the implementation activities in the Southern Shan State (SS) in close coordination with the other components.
- Actively pursue opportunities to deliver impactful training, employment, business development, and learning interventions and initiatives in Southern Shan.
- Identify potential new partners capable of delivering impactful interventions in support of the Agriculture, Textiles, and Infrastructure Maintenance component's objectives.
- Coordinate all activities of Agriculture, Textiles, and Infrastructure Maintenance in Southern Shan.
- Cultivate positive working relationships with existing and potential partners for all components.
- Contribute to the positive relationship management of public and private stakeholders whose support is needed to ensure the project's success (e.g., request recommendation or approval).
- Coach and support direct subordinates to ensure capacity building and better performance in their functions.
- Provide the security management team with regular verbal or written updates on the situations and risks in Southern Shan.
- Follow SC Services Myanmar rules and procedures, such as the Code of Conduct (CoC) and Country Manual.

Tasks

The Manager, Southern Shan performs the following tasks:

A) General Management

- Manage the team in the Southern Shan State, overseeing program and activities in terms of content, time, personnel, and financial resources agreed upon with the partners.
- Collaborate and proactively coordinate with other departmental managers as needed to ensure the smooth implementation of project activities.
- Contribute to the preparation of quarterly, bi-annual, and annual reports related to the activities in the Southern Shan State in support of the Head of the components.
- Support the Head of Components in preparing monthly cash forecasts and monitoring expenses related to activities in Southern Shan State.
- Ensure the organization of events, creating relevant awareness for the program activities in the Southern Shan State.

B) MRM and other crosscutting issues

- Work closely with the MRM team to ensure that component results are captured and reported for Southern Shan.
- Assure adherence to gender mainstreaming, good governance and Conflict Sensitive Program Management (CSPM) in all activities of Southern Shan in coordination with the GESI and CSPM Advisors.

C) Other tasks

- Travel to the Yangon Region as necessary.
- Performs any other tasks requested by the direct supervisor and the Team Leader.

Required qualifications, experience, and competencies

Qualifications

- At least master's in project management, social studies, business management, or similar; or relevant work experience.

Professional experience

- At least 5 years of professional experience in market system development or business development in Agriculture, Textiles, and/or Infrastructure Maintenance.
- At least 3 years of experience with project or general management.
- Working experience with the private sectors and Micro, Small, Medium Enterprises (MSMEs).
- Good track record of working with other development projects/organizations/agencies.
- Understanding of the skills development context.
- Good understanding of partnership modalities with the private sector.

Other knowledge, additional competencies

- Ability to solve problems and make decisions.

- Ability to effectively build and manage relationships with a wide variety of stakeholders including but not limited to people from disadvantaged backgrounds, CSO representatives, businesspeople (Myanmar and international), training providers, and education professionals.
- Very good communication skills in English and Myanmar, oral and written.
- Excellent ability to use Microsoft Office package (Word, Excel, and PPT).
- Good knowledge of financial procedures/management would be an added advantage; and
- Outstanding organizational skills and willingness/capability to organize events.

Other characteristics

- Ability to work and interact with people from different aspects of life.
- Responsible and flexible, with a positive work attitude.
- Confident, approachable, and motivated.
- Outgoing personality and networker; and
- Willingness to travel regularly.

Workplace

The main place of work will be Southern Shan with regular visits to the project area if needed.

Submission

Interested candidates are invited to submit CVs with a motivation letter/cover letter in English including **three (3) referees** to recruitment-myanmar@swisscontact.org no later than **5:30 PM (Yangon time) on Monday 14 July 2025**. The email **subject line must mention: Manager, Southern Shan**. The CV and/or the cover letter must include the **expected monthly gross salary** expressed in Myanmar Kyats (MMK).

Please note that:

- SC Services Myanmar respects gender equality and female candidates are strongly encouraged to apply.
- Applications received after the closing date and time will not be considered.
- Only shortlisted candidates will be contacted for an interview.