



Career with BRAC Myanmar

BRAC is an international development organisation working in different countries in Asia and Africa dedicated to alleviating poverty by empowering the poor and helping them to bring about positive changes in their lives by creating opportunities. Our mission is to empower people and communities in situations of poverty, illiteracy and diseases. Our interventions aim to achieve large scale, positive changes through economic and social programmes that enable women and men to realise their potential. In Myanmar BRAC is offering pro-rural and pro-poor services since 2014 with its holistic development model through its 700+ workforce in 85 branch offices in Yangon, Bago, Mandalay, Sagaing regions, Mon, Shan, and Kayin states and Union area Nay Pyi Taw. Through the microfinance plus approach BRAC here offers the opportunity for the people living in poverty specially women to have access to sustainable financial services with the aim to implement other development intervention in agriculture, healthcare and education. For details, <http://www.brac.net.net/myanmar>

Position Title: ***Manager Admin and Operations*** 1Post
Job Location: Yangon Country Head Office
Report to: Managing Director
Application deadline: 27th Jun 2025

Key Responsibilities:

- Oversee office registrations, relocations, and closures in compliance with national and local regulations.
- Manage office infrastructure, including maintenance, security, utilities, and cleanliness and vendor management
- Ensure compliance with health, safety, and accessibility standards across all facilities.
- Lead end-to-end procurement processes as per policy compliance.
- Supervise administrative staff (drivers, services staff), including training, task delegation, and performance reviews.
- Lead the process of travel arrangement for domestic/international travel (flights, visas, accommodation) for staff and visitors.
- Act as primary liaison for government authorities (Union/State/Township levels) to secure permits, licenses (e.g., MFI, NGO), and approvals.
- Ensure full compliance with Myanmar's regulatory requirements for international NGOs and Micro-finance institutions throughout all administrative changes

Additional Responsibilities:

- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.
- Follow the safeguarding reporting procedure in case any reportable incident takes place, encourage others to do so.

BRAC is an equal opportunities employer



- Adapt and support to achieve BRAC mission in terms of the social performance management objectives as well as the financial performance through its high valued workforce.

Competencies Requirements:

- Bachelor's or master's degree in business administration, Public Administration, or related field
- Minimum 5 years of progressive experience in office administration and operations management
- Demonstrated experience in government liaison and regulatory compliance
- Advanced proficiency in MS Office Suite (Word, Excel, PowerPoint) and web-based systems
- Strong documentation and reporting skills
- Knowledge of procurement processes and asset management systems
- Fluency in both English and Myanmar (written and spoken)
- Excellent interpersonal and public relations skills
- Knowledge of Myanmar's regulatory environment for NGOs/MFIs is an advantage

BRAC believes every one of its employees, suppliers, downstream partners, visitors, clients and community including children, youth and vulnerable adults that come into contact regardless of age, race, religion, gender, disability or ethnic origin has the right to be protected from all forms of harm, abuse, neglect, harassment, and exploitation. We guarantee assessment of candidates with disabilities who meet the essential requirements. **We are proud to be an equal opportunity employer** and will do everything possible to ensure that those who are suitable to work within our values and beliefs are recruited to work for us. Any personal persuasion will result in disqualification of candidature.

If you feel that you are the right match for the position, **please send an application to:**

Email: recruitment.myanmar@brac.net by mentioning ***the application for Manager Admin and Operations*** position or hard copy can be delivered to: Human Resources Department, BRAC Myanmar, # No.17, Pyi Thar Yar Housing, Street p1,15 Ward, Yankin Township, Yangon, Phone: 01-8603578.