



Programme Manager

Report To: Country Director, Myanmar

Technical Counterpart: N/A

Employment Type: Full Time

Salary: Level 9

Duty Based: Yangon

Start Date: ASAP

Duration: 1 year employment contract with 3-months probationary period (renewable subject to funding availability)

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 revitalize 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. We have also established a hub for design, and craft in Yangon, Myanmar with a strong focus on public outreach and crafts education. The hub also has a boutique that brings the best of Myanmar craftsmanship to market.

Purpose of the Position: The Programme Manager is responsible for overseeing all aspects of the programme's administration and implementation, including grants management, grant application, proposal development, budget oversight, project design, and coordination of programme activities. The role ensures that all programmes are well-planned and results are evidence-based. As a member of Senior Management Team (SMT) of Turquoise Mountain Myanmar, the Programme Manager will also lead budget and proposal development and collaborate with TM staff, partners, and consultants on project evaluations, research, and grant implementation activities.

DUTIES AND RESPONSIBILITIES

- **Programme Implementation, Leadership, & Reporting:** Lead implementation of all programmes, ensuring quality, progress, and alignment with strategic goals.
- **Grants & Budget Management:** Oversee and accountable for grant planning and successful implementation within available budget and in compliance with internal and external policies and agreements, budget tracking, and reporting.



- **Monitoring, Evaluation & Learning (MEAL):** Guide research, ensure data quality, and support M&E planning, tools, and reporting with MEAL Officer and Global MEAL Lead.
- **Proposal Development:** Work closely with the Country Director and other global and Myanmar colleagues and develop proposals that achieve Turquoise Mountain's mission and vision to support artisans
- **Donor Engagement & Fundraising:** Support fundraising, liaise with donors, and lead narrative report writing.
- **People Management:** Supervise programme staff, provide guidance, and manage recruitment, performance, and development.
- **Capacity Building & Project Training:** Co-design with relevant teams and colleagues and ensure delivery of all trainings.
- **Stakeholder Coordination & Communication:** Build strong relationships with internal and external stakeholders, including artisans, authorities, and partners.
- **Operational & Logistical Support:** Work closely with operations team to ensure that logistics, procurement, and international textile exports are in compliance with internal and external policies and agreements.
- **Governance & Reporting:** Lead internal grant meetings, ensure compliance, and implement relevant policies, procedures, and standards.

QUALIFICATION AND EXPERIENCE

- Master's degree in a relevant field (e.g., social development studies, project management, social science, public administration, international relations).
- Proven experience in grant and programme management, field activity oversight, and team leadership in development or humanitarian contexts.
- Strong knowledge of financial and budget management, and grant compliance.
- Excellent report writing and fluency in English (written and spoken).
- Demonstrated leadership and people management skill.
- Effective coordination experience with government, national and international partners, and other relevant stakeholders.
- Proficiency in MS Office and Google Suite.
- Strong communication, leadership, and organizational skills.
- Ability to manage multiple priorities independently and meet deadlines.
- Demonstrated cross-cultural competence and experience working with diverse or dispersed teams.



TURQUOISE MOUNTAIN

- An understanding or interest in cultural heritage, artisan-made products, or heritage buildings would be an advantage, though not essential.

Candidates should submit their covering letter and C.V. as an attachment to: vacancy.mm@turquoisemountain.org no later than **27-June-2025, Friday**. In the email subject line, please mention _ **Application for Programme Manager**. Kindly combine Cover Letter and C.V. as **one pdf document** and avoiding sending us certificates and other large size documents and word documents.