

## VACANCY ANNOUNCEMENT OF Government Relations Officer Part-Time (Short-Term Contract)

World Concern is a US-based global disaster response and sustainable community development agency. Our mission is to transform the lives of those facing the most profound challenges of extreme poverty into lives of abundance through disaster response and sustainable development projects. Since 1995, World Concern Myanmar has been actively working in Kachin and Shan States and Mandalay Region focusing on health, nutrition, food security, protection, clean water and sanitation, livelihood development, and environmental justice and protection.

We are seeking **motivated, efficient, experienced, and dedicated national employees** to join our passionate team at World Concern Myanmar in the following position:

<b>Position</b>	<b>: Government Relations Officer</b>
<b>Reports to</b>	<b>: Country Director</b>
<b>Location</b> <b>and ministries)</b>	<b>: Country Office, Yangon, Myanmar (with frequent travel to government departments</b>
<b>Start Date</b>	<b>: As soon as possible</b>
<b>Duration</b>	<b>: Part-Time (Short-Term Contract)</b>

### Why Join Us?

- **Make a Difference:** Be part of a mission-driven organization that impacts lives and communities.
- **Professional Growth:** Opportunities for learning and development in a supportive environment.
- **Collaborative Culture:** Work with a team of dedicated professionals who share your passion for helping others.
- **Comprehensive Benefits:** Enjoy a competitive salary and benefits package.

### About the Role

We are seeking a highly motivated and professional Government Relations Officer for a part-time, short-term contract. The primary responsibility will be to support our organization's registration process, secure Memoranda of Understanding (MoUs) with relevant ministries, and ensure all necessary permits and approvals are obtained on time. The ideal candidate will demonstrate strong networking abilities, a thorough understanding of government procedures, and the capacity to handle sensitive matters with the utmost confidentiality and professionalism.

### Key Responsibilities:

- Manage the organization's registration process and liaise with government departments to ensure compliance with all regulatory requirements
- Facilitate and coordinate the signing of MoUs with relevant ministries and authorities.
- Represent the organization in official communications with local authorities, ministries, and other stakeholders
- Ensure all required permits and approvals are obtained within stipulated timelines.
- Represent the organization in official communications and meetings with local authorities, ministries, and other key stakeholders.
- Build and maintain positive and collaborative relationships with government departments and relevant



- Handle sensitive matters with utmost confidentiality and professionalism.
- Provide strategic guidance on navigating government procedures and regulatory frameworks.
- Maintain up-to-date knowledge of relevant laws, regulations, and government processes.

#### Qualifications:

- Bachelor's degree in law, political science, public administration, communications, or a related field (advanced qualifications highly regarded).
- Demonstrated ability to handle sensitive issues with discretion and professionalism.
- Proven experience in liaising with government authorities and facilitating organization registration or MoU processes.
- Strong knowledge of local government procedures and regulatory requirements.
- Excellent networking skills and the ability to work with diverse stakeholders.
- Strong interpersonal and communication skills (both written and verbal).
- Ability to handle sensitive issues confidentially and professionally.
- Previous experience in a similar role with an NGO, international organization, or private sector is an asset.
- Fluency in English and Myanmar are required.
- Experience in representing organizations in official communications and negotiations.

**If you are passionate about making a positive impact and meet the qualifications, we encourage you to apply for this exciting opportunity!**

#### Application process

Interested candidates **must** fill up **World Concern's application form** and attached CV, Covering Letter to the following address or E-mail address with supporting documents.

World Concern Myanmar (Country Office)

No. 7/36 J, Golden Valley 1<sup>st</sup> Street, Golden Valley Ward (1), Bahan Township,

Yangon.

Email: [wcmhr@worldconcern.org](mailto:wcmhr@worldconcern.org)

**Due to the urgent nature of this position, applications will be reviewed on a rolling basis, and recruitment will be conducted as soon as a suitable candidate is identified.**

Only short-listed candidates will be **contacted** for interview.

**Note:** Application submitted without these details **WILL NOT** be considered.

**Apply Now and be a part of something greater. Together, we can transform lives and communities.**

**Closing Date: 31 May, 2025**