

Executive Director, Open Society Myanmar, Yangon.

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Open Society Myanmar (OSM) is part of the global Open Society Foundations (OSF) network. OSM is a locally based national foundation whose mission is to foster an open, participatory, pluralist society in Myanmar through a wide array of initiatives to advance education, public health, rule of law and independent media among other issues. OSM is one of five national foundations based in the Asia Pacific region within OSF's network, governed by its own board and led by staff highly familiar with the country context.

Job Profile

Based in Yangon, the Executive Director oversees the Myanmar-based foundation staff and reports to the foundation board of directors. He/she works in a spirit of reciprocal collaboration with the Regional Director for Asia Pacific and the wider OSF network. The Executive Director provides strategic vision for the foundation's work, programmatic and managerial leadership and executes multi-faceted strategies, whilst supervising and developing the skills of a highly talented team.

Typical duties and responsibilities of the role include the following:

Program Vision and Leadership

- Works closely with the foundation, staff, board and OSF colleagues to develop a vision and provide a strategic plan for innovative work that will add value to existing efforts in the region.
- Ensures programmatic relevance by developing adaptable and responsive strategies, programming, budgets and staffing plans that respond to changing circumstances.
- Fosters and nurtures relationships with the foundation board and staff.
- Serves as the foundation's representative to OSF senior leadership.
- Works with the foundation's Board Chair and OSF senior management to recruit board members and oversee board development.
- Works with the foundation board, staff and OSF colleagues to develop and implement a communications strategy that is compliant with OSF communication standards.
- Develops networks invested in advancing open society in Myanmar.

Program Management

- Oversees the planning, implementation and evaluation of OSM's program and services; establishes strategic parameters for grant making, operational and advocacy work in the region, in consultation with the OSF Asia Pacific Regional Office and the foundation board.
- Manages the annual strategy/budget drafting and submission process in collaboration with OSF senior management.
- Supervises, mentors and provides substantive guidance, feedback and support to the overall strategic direction of the organization.
- Keeps the OSF network informed of country developments as well as relevant regional-level events; acts as the network's external representative on work in the region as required.
- Monitors and evaluates progress and documents impact and best practices.

People Management and Leadership

- Ensures a healthy and robust office environment to promote staff growth, wellbeing and productivity. Promotes a healthy spirit of teamwork and communication within the staff through regular meetings and exchange of information.
- Integrates OSF values into the performance of duties and tasks on an on-going basis and participates in working groups designed to uphold the values and foster healthy inter-office communication.
- Ensures an office environment that prioritizes standards of excellence and continuous learning.
- Leads with accountability and integrity, ensuring that OSM's operation is based on the highest principles of equity, diversity and inclusion.

Candidate Profile

- Advanced degree and/or at least 10 years work experience in a non-profit foundation, national or international NGO, think tank, academia, public administration, media or other areas requiring strong leadership, management and communications; including at three years of senior leadership experience.
- Substantial understanding of the legal and regulatory framework in which national non-profits in Myanmar work, ideally coupled with experience of having reported into or working closely with a board.
- Significant personal alignment with and professional experience of advancing open society values in Myanmar.
- In-depth understanding of Myanmar's geo-political context, social and economic situation and history.
- Extensive knowledge of and experience with Myanmar civil society, international organizations and/or grant-making institutions and actors across sectors and a demonstrated background on human rights issues.
- High-level experience in the development, implementation, monitoring and evaluation of successful strategy.
- Demonstrated experience in developing teams that embrace and value cultural and human diversity.
- Excellent communication skills and the capacity to lead a team using a collaborative management approach.
- Able to negotiate relations in a highly complex, fast-moving institutional context, cooperating with multiple network programs.
- Strong financial management and organizational skills.
- Experience living and working in Myanmar is highly desirable.
- Fluency in Burmese and English; knowledge of a Burmese ethnic language is an advantage.
- Willing to undertake frequent travel as part of the routine of the job; managing responsibilities remotely where necessary.

Competitive rates of pay apply.

We are strengthened by the diversity of our colleagues across the Open Society Foundations. We welcome applications from people of all cultures, backgrounds, and experiences, and are committed to providing reasonable adjustments so that colleagues with disabilities are able to fulfill the essential functions of the job.

Interested candidates are encouraged to apply [here](#) and Should you have any questions, please send the email at recruiting@opensocietyfoundations.org.