



Job Description

CHIEF EXECUTIVE OFFICER

ABOUT THE BRITISH CHAMBER OF COMMERCE MYANMAR

The British Chamber of Commerce Myanmar is an independent, non-profit membership organisation, accredited by the British Chambers of Commerce (UK). The Chamber helps to develop, promote, support and represent sustainable and transparent British trade and investment into and from Myanmar.

The organisation launched in July 2014 with the support of high profile British businesses and four Founding Patrons: Shell, Jardines, Prudential and Standard Chartered Bank. The Chamber has since grown to a network of over 220 member companies, representing British, Myanmar and regional corporates and business entities and has become a leading business membership organisation in Myanmar.

The Chamber provides up-to-date and relevant information on doing business in Myanmar, regular social networking events and presents members with a platform to engage the businesses and governments of Myanmar and the UK on topical issues of mutual interests that will contribute to growing bilateral trade and investment between the two countries.

POSITION OVERVIEW

As head of the British Chamber management team, the Chief Executive Officer (CEO) oversees all aspects of the day-to-day management of the Chamber, providing a key role in providing leadership, promoting the interests of the British business community in Myanmar and representing the BCCM in Myanmar, South East Asia and the UK. The CEO is also responsible for managing the strategic relationship with the Department for International Trade (DIT) at the British Embassy, Rangoon.

The position requires a candidate who understands the UK culture and has a clear understanding of the business environment in Myanmar. He or she should possess strong social and leadership skills, and maintain a high profile within the business community in Myanmar.

DUTIES AND RESPONSIBILITIES

Strategic Business Development & Stakeholder Engagement

- Design and implement a sustainable rolling three-year business plan that delivers BCCM objectives.
- Develop existing and new revenue streams from membership growth, sponsorship, events, advertising and business support services.
- Maintain strong relationships with the Board of the BCCM, sponsors, member companies, UK government (particularly the DIT), and the Myanmar government at large.

Operations & Relationship Management

- Implement robust governance and management systems and processes.
- Develop the BCCM team to build the capacity to sustain success.
- Build the profile and reputation of the BCCM within the local and international business communities.
- Develop and maintain strong relationships with BCCM sponsors and members.
- Maintain productive relationships with regional British Chambers and other Chambers of Commerce in Myanmar.

Lobbying

- Represent the BCCM locally and internationally in business forums and at government level, including regular public speaking.
- Develop appropriate lobbying and advocacy platforms in conjunction with the Chairman and Board, to help members overcome business challenges.
- Support and develop a range of Working Groups on specific sectors or issues relevant to the membership.

Business Promotion

- Provide relevant trade and investment promotion of business opportunities in Myanmar and market intelligence to UK companies.
- Work closely with the British Embassy Burma (DIT) to sustain the development and delivery of business support services for UK companies as part of the Overseas Business Network Initiative (OBNI).
- Oversee the DIT grant process, including bidding for funding, financial management, reporting and ongoing monitoring and evaluation of performance.

QUALIFICATIONS AND EXPERIENCE

- Business leader with at least 7-years business and commercial experience; preference will be given to candidates who have prior experience working in Myanmar.
- Some financial and human resource management experience is desirable.
- Financially literate with a proven track record of delivering result.
- Exceptional communication and networking skills.
- Personal attributes: self-motivated, creative; pro-active problem-solver.

DETAILS

Title:	Chief Executive Officer
Reporting to:	Directors of the Board and the Chairman of the Chamber
Working Hours:	Full Time
Location:	British Chamber of Commerce Myanmar 4 th Floor, 192 (Middle Block), Bo Myat Htun Street, Pazundaung Township, Yangon, Myanmar
To Apply:	Please send your CV and Cover Letter to: Secretary, British Chamber Myanmar: britchamsecretary@gmail.com