



Registration Number: No. 115646346
British Chamber of Commerce Myanmar
Level-8, Unit #2, Uniteam Office Building,
84 Pun Hlaing, Sanchaung Township,
Yangon, Myanmar
Ph: 09-793711271, 09-958690049
<https://www.britishchambermyanmar.com/en>

JOB VACANCY

Events Manager, British Chamber of Commerce, Myanmar

The British Chamber of Commerce Myanmar is seeking a self-starting, dynamic and creative Events Manager based in Yangon. This role promotes the Chamber's mission, enhances our visibility within the business community, and facilitates networking opportunities for our members. The successful candidate will lead all aspects of event planning, from start to finish.

BCCM is an equal opportunity employer who values inclusion and diversity. We encourage applications from all qualified individuals regardless of race, colour, ethnicity, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, or other category protected by law.

Position Overview

We are looking for a dynamic, self-starting, and creative **Events Manager** to join our team in Yangon. This critical role will oversee the planning and execution of all Chamber events, ranging from conferences and workshops to networking events and high-profile receptions. You will play a central role in enhancing BCCM's visibility and fostering valuable connections within the business community. If you are passionate about events management and eager to make a difference in Myanmar's business landscape, we would love to hear from you.

Key Responsibilities

The Events Manager role is central to the effectiveness and functioning of the Chamber. You will be responsible for leading all the Chamber's events in Yangon and Mandalay. It is a significant role that demands a high level of professional responsibility, integrity and probity. The role enables business, and ensures that BCCM is respected and seen as a credible leadership organisation representing the British business community in Myanmar. It is a strategic role, where forward planning is vital to the smooth running of our events. It demands attention to detail and needs someone with a wide-ranging skill set who can work independently and as part of a highly effective team.



- **Event Management:**

Propose, design, plan, and deliver a wide-ranging programme of events for which you are responsible. Lead and ensure the success of all events, their preparation, and delivery. This includes, but is not limited to conferences, workshops, networking events, and high-profile receptions. The process involves venue selection, budget management, coordination with vendors, communications with sponsors, ensuring high-quality experiences for all participants, gathering, and responding to feedback to foster improvement.

- **Event Related Stakeholder Management:**

Build and maintain strong relationships with Chamber members, British and Myanmar business communities, event management organisations, individuals, and business leaders. Act as the Chamber's liaison officer to understand their needs and to understand how the Chamber can support their business goals through events and marketing initiatives.

- **Brand Management:**

Work closely with the Marketing & Communications Manager to ensure that all events align with BCCM's marketing materials and accurately represent and enhance the Chamber's brand and values. Monitor and report on the effectiveness of marketing strategies to the Marketing & Communications Manager, adjusting plans as necessary to meet your objectives.

Desired Skills and Experience:

- Proven experience in event management, ideally with a chamber of commerce, trade association, Embassy, NGO, INGO, or similar-sized organisation.
- Bachelor's in business management or administration
- An understanding of the Myanmar trade, business and economic environment
- Strong independent organisational skills with the ability to manage multiple projects simultaneously.
- Excellent oral and written communication and interpersonal skills, with an ability to build relationships across a diverse range of stakeholders.
- Creative, proactive, and solution-orientated mindset;
- A team player, who has the confidence and ability to contribute to a dynamic and forward-leaning team environment.
- A self-starter, who has the desire to take responsibility, and the mind-set to drive forward with determination to push ideas and initiatives.
- Proficiency in Microsoft Office and event management tools;
- Fluency in English and Burmese languages, both written and spoken.

- Evidence of delivering events

Other Useful Experience:

- Experience of working with UK institutions
- Excellent networking, influencing and engaging skills
- Experience managing promotional budgets, financial planning
- Strategic thinking skills

Type of Position

Full time, contract

Working Hours

Monday to Friday, 0900 – 1700; and other times to cover events

Location

Yangon

Salary

Negotiable paid locally in MMK

Starting Date

6 January 2025 (with one week of handover from 16th to 20th December 2024)

Other benefits and conditions of employment

BCCM offers flexible working from office/home arrangements, medical insurance, uncertified sick leave allowance, casual leave, annual leave, time off in lieu, and public holiday leave.

Working patterns: 35 hours per week (Monday to Friday)

BCCM supports flexible home working, however the base location for this role will be the office of BCCM, Yangon and the role holder will be expected to work from there for the majority of the time.

Employment offers are subject to successful clearance of pre-employment and security checks.

No accommodation or relocation expenses are payable in connection with this position. All candidates must be legally able to work and reside in Myanmar with appropriate residency, visa/work permit status. Any costs related to obtaining or renewing permits and visas are the responsibility of the successful applicant. No expenses are payable to attend an interview, the costs of which are to be borne by the applicant. App potential applicants should be aware that interviews will be conducted either in person or online, depending on the availability of the applicant.



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Continuous Professional Development Opportunities

The Chamber offers 5 days of learning & development and attendance through appropriate job-related learning and development opportunities are available

Process

Only shortlisted candidates for interview will be contacted. If you do not hear from us, please accept that your application has been unsuccessful.

Interviewees will be assessed on their CV and a Letter of Application. The letter should explain 'why' a candidate thinks that he/she is the best person for the role. Please do complete a CV and a letter of application. Your letter needs to be 250 words or below.

At interview, applicants are encouraged to use the STAR (Situation, Task, Action, Result) format to prepare specific examples of when they have demonstrated appropriate work-related behaviours.

Using the STAR format to provide evidence of your skills and experience in your application and at interview helps to give a structure. You briefly describe the situation in which you showed the behaviour, and then explain your task in addressing the situation, what action you took and the result of this.

Application Deadline

17:00hrs (Myanmar time) on Friday 29 November 2024. Interviews will be (tentatively) held on 10 December 2024).

To apply, please submit your CV and a Letter of Application detailing your interest and suitability for the role to: info@britishchambermyanmar.com.