VACANCY ANNOUNCEMENT
SWAN/005/2020

<table>
<thead>
<tr>
<th>Job title</th>
<th>Country Director</th>
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<td>Report to</td>
<td>Board</td>
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<tr>
<td>Duty Station</td>
<td>Taunggyi, Shan State</td>
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<td>Contract Duration</td>
<td>One Year with possible extension</td>
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**Core responsibility:** Country Director will work as a leader of SWAN, day-to-day problem solving related to overall organization operations, communication with donors and seek funding opportunities for SWAN.

**Main Responsibilities**

- Responsible for organization operations and decision making in timely manner
- Main contact person for external communication including donors, visitors, networks etc.
- Coordinate all programs and departments activities for their planning, initiating, implementing, monitoring and evaluation
- Supervise all SWAN staff members and manage the SWAN operation day-to-day with assistance of program and department officers/directors
- Seek feedback, and considers the Board’ suggestions when deciding whether to implement new practices
- Solve the problem related to overall SWAN operation in consultation with program and department officers
- Provide regular updates about external communication and coordination to all staff members in the organization
- Keep and maintain information related to the organization
- Support and liaise with the programs and departments to ensure the effectiveness of SWAN’s operation
- Responsible for SWAN overall proposal including budget, narrative report and financial report according to funders’ requirement
- Responsible for organization’s three-month report, six-month and annual report
- Oversee SWAN financial management
- Decision making on money which not in budget line
- Approve budget/expenditures submitted by Finance Department
- Staff orientation
- Take responsible on staff contract and recommendation letter
- Manage volunteer with assistant of program and department officers/directors
- Meeting with media (Spokesperson)
Qualifications, skills and experiences

- Women
- Myanmar National
- Ethnic applicants of Burma/Myanmar are encouraged to apply (Shan Nationality are preferred)
- Degree in Social Science, social work or other related fields
- Previous work with or within a women’s organization preferred
- Good interpersonal and team building skills
- At least 3 years’ experiences of program management and leadership role
- At least 3 years’ experience of working for promoting women rights and child rights
- Experience of proposal writing relationship of other NGOs and Donors is preferred
- Ability to communicate effectively in writing and orally in English (Ability to communicate in Shan & Burmese will be an advantage)
- Good communication skill and coordination skill
- Good decision-making skill
- Ability to work under pressure, as a part of a team or independently, and meet deadline consistently
- Excellent computer skills (MS Word, Excel, power point etc)
- Good in reporting skill
- Good at time management

How to apply

Please send your CV, cover letter and recommendation letter to swan@shanwomen.org and hr@shanwomen.org. Only short-listed candidates will be invited for relevant tests and/or personal interviews.