

## Expression of Interest

### About Inya Economics

Inya Economics is an independent research organization, especially emphasizing the development of the Myanmar economy as well as policy and academic progress. Inya Economics was founded to be able to support economic researchers and stakeholders in the economy with our economic research and discussions. It is fortifying policy consideration and evidence-based research to the policymakers, government and non-profit and profit organizations, which intends to the prosperity of the development of the public and private sector.

For that purposes, Inya Economics has been implementing the two major programs: Research and Advocacy Program and Private Sector Development Program.

Inya Economics has published the Inya Economic Journal, which was based on academic, twice a year. Besides, bulletins and articles related to development issues in Myanmar are published occasionally.

### Purpose of this call

Inya Economics is opening a collaboration with voluntary-based Program Director for existing programs or brand-new program (**but if it is strongly contributing to the vision and mission of the organization**) and the purpose is uplifting the growth of the organization and the individual (program director) under one vision. This position is appropriate for the people who have strong passion in research, experiments, development in developmental policy and who are seeking to be fulfil a higher position for employment record and interested in operational management and leadership.

### Program Director responsibilities include:

- Initiating and setting goals for programs according to the strategic objectives of the organization
- Planning the programs from start to completion involving deadlines, milestones and processes
- Developing or approving budgets and operations

## **Job brief**

**Program Director** to supervise a wide range of programs. You will be responsible for the delivery and overall success of each program. You will supervise managers and inform management on progress and performance. The program directors will have to report directly to BOD monthly. A successful Program Director must have a broad knowledge of program management principles. They must have a strategic mindset as well as be able to lead and develop their subordinates. The goal is to ensure every program will be delivered successfully and add the highest possible value to the organization.

## **Assignment Duration**

This assignment for program directors will have to complete the assignments within agreed from July 2020 to January 2021 (6 months).

## **Benefit of the Program Directors**

The following benefits will be gained from this position, except monetary value:

- Leadership and organizational management (program level)
- extensive networking with international organizations (including funding agencies, partners organization, local organizations in states and regions)
- closed relation with Political parties
- extraordinary working experiences in research and development management
- Able to utilize the resources from the organization
- Growing together individuals and organization
- Fulfil higher position record in your employment history

## **Responsibilities**

- Initiate and set goals for programs according to the strategic objectives of the organization
- Plan the programs from start to completion involving deadlines, milestones and processes
- Develop or approve budgets and operations
- Devise evaluation strategies to monitor performance and determine the need for improvements

- Supervise all program and project managers involved to provide feedback and resolve complex problems
- Discover ways to enhance efficiency and productivity of procedures and people
- Apply change, risk and resource management principles when needed
- Read reports prepared by managers to determine progress and issues
- Ensure program operations and activities adhere to legal guidelines and internal policies
- Keep BOD informed with detailed and accurate reports or presentations

### **Requirements**

- Proven experience as program director or other managerial position
- Thorough understanding of project/program management techniques and methods
- Excellent Knowledge of performance evaluation techniques and key metrics
- Outstanding knowledge of data analysis, reporting and budgeting
- Working knowledge of MS office and program management tools
- A business acumen with a strategic ability
- Excellent organizational and leadership skills
- An analytical mindset with great problem-solving abilities
- Excellent communication skills
- Any graduate (Master degree is preferable)

If you are interested, please submit your resume and short cover letter to this email ([inyaeconomics@gmail.com](mailto:inyaeconomics@gmail.com)). The application submission should not be later than [July 20, 2020]. Shortlist candidate will be contacted for the further conversation.