

## JOB OPPORTUNITY

### VOLUNTEER

#### About BCGE

**The Business Coalition for Gender Equality Association (BCGE)** is a non-profit association and also a coalition of companies that are committed to promoting gender equality in the workplace in Myanmar. Our association is funded by DFAT and founded by seven leading businesses in Myanmar – City Mart Holding Limited (CMHL), KBZ Bank, KBZ MS, AYA Bank, FMI Company Limited, Parami Energy Group of Companies, and Shwe Taung Group – that have all committed to achieve organizational growth and global sustainable development goals through workplace gender equality initiatives. BCGE encourages all companies and organizations in the private sector to initiate workplace gender equality practices and serves as trusted advisors and a center of excellence in workplace gender equality, diversity & inclusion to support their journey.

#### About the position

#### I. JOB IDENTITY

<b>Organization</b>	<b><i>BUSINESS COALITION FOR GENDER EQUALITY (BCGE)</i></b>
<b>Job Title</b>	<b><i>Volunteer – Business Development and Communications Department</i></b>
<b>Supervisor</b>	<b><i>Business Development and Engagement Officer</i></b>
<b>Working Location</b>	<b><i>Yangon, Myanmar</i></b>
<b>Working Scope</b>	<b><i>National</i></b>

#### II. PURPOSE OF THE JOB

This Volunteer shall be working under the overall supervision of the Business Development and Engagement Officer. The Volunteer has mainly responsibility for assisting Business Development and Communications Department. She/He can learn from her/his partner colleagues, gain unique professional experience in workplace gender equality and develop professional networks.

#### III. KEY ACCOUNTABILITIES, DUTIES & TASKS

- Work and support to Business Development and Engagement officer for daily process and operations
- Support in designing of communication materials for printing and electronic distribution by using design software in the guideline of Business Development and Engagement Officer;
- Assist in producing e-newsletter, social media posts, articles on different platform

- Assist in organizing events, campaigns, workshops, launches, training (free & sales), panels/talks and webinar
- Support in monitoring the tracker files of BD and Communications department in timely manner and updating as necessary
- Assist in inventory control for the marketing and communications materials of Business Development and Communication Department
- Coordinate with supervisors to maintain continually developed/maintained contact list/database of information and resources on sales, marketing, events, members/membership, potential members, media list, sanction/boycott/blacklist list, pricing, suppliers etc. with respective trackers for ensuring the indicators of the association's resource and reporting process;
- Make sure the internal and external communications are in line with the protocol, guideline and policies of the association;
- Other assigned works by the supervisor and the Country Director

**IV. JOB DIMENSION**

<b>Analysis and advice</b>	Provide sound input on communication material and business development
<b>Functional expertise</b>	Has a good understanding of assigned functions
<b>Process improvement</b>	Drives continuous improvements in processes throughout own function
<b>Autonomy and supporting colleagues</b>	Checks the work of others and provides feedback and input

**V. JOB QUALIFICATION AND COMPETENCIES**

<b>Education</b>	<ul style="list-style-type: none"> <li>▪ Recently graduated (i.e. the candidate should have graduated from college or university recently, during the past two years including last month)</li> </ul>
<b>Work Experience /Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Knowledge of standard software packages</li> </ul>
<b>Language Competencies</b>	<ul style="list-style-type: none"> <li>▪ Good in English and Native Speaker of Myanmar; demonstrate effective written and verbal communication skills</li> </ul>
<b>Competency Profile</b>	<ul style="list-style-type: none"> <li>▪ <b>Core Values (Required)</b> <ul style="list-style-type: none"> <li>• Integrity • Professionalism -Diversity and Inclusion • Equality •Trust</li> </ul> </li> <li>▪ <b>Core Competencies (Required)</b> <ul style="list-style-type: none"> <li>• Client Centric • Results Driven • Effective Communications</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Resilience • Job &amp; WGEDI Knowledge &amp; Commitment</li>   <li>▪ <b>Functional Competencies (Required)</b></li>   <li>• Marketing &amp; Outreach • Business Development</li>   <li>➤ Good team player and ability to work with diverse individuals and organisations</li> <li>➤ Proactive in business development &amp; communications activities</li> <li>➤ Well organised; able to meet deadlines</li> <li>➤ Having long-term value for an organization from members, markets and relationships.</li> <li>➤ Good interpersonal skills and ability to work well in multicultural environment</li> <li>➤ Good understanding of protocol</li> <li>➤ Reach out and assist in delivering BCGE services to member companies</li> </ul>
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**VI. DUTY STATION**

<b>Duty Station</b>	Will be in Yangon BCGE office.
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**Terms of offer**

BCGE believes in equal opportunity regardless of gender, race, religion and is an advocate of a gender-sensitive working environment. We believe that staff diversity promotes excellence and strongly encourage applications from qualified women and men. The tenure for this position will be **project-basis of the Association.**

**How to apply**

Applications for the position must include:

- Detailed curriculum vitae, including names and addresses of three referees, including telephone and email addresses.

All correspondence should be addressed to **Business Coalition for Gender Equality** via email [myahponethant@mbcgea.com](mailto:myahponethant@mbcgea.com) and should indicate "**Application for BCGE Volunteer**" on the application letter and email subject.

Applications will be considered until **(11 November 2021)** or until a suitable candidate is identified and selected. Please note that only short-listed applicants meeting the above requirements will be contacted.