

Director

Myanmar Garment Manufacturers Association



Starting date: **February 1st, 2016**

Primary function of the position:

The Myanmar Garment Manufacturers Association (MGMA) is among the largest business associations in the country, with 350+ member factories employing approximately 230,000 persons.

As the industry quickly grows, the MGMA also needs to grow and expand its office staff and capacity. We are hiring a Director to oversee staff operations and to liaise with the MGMA Executive Committee. In particular, the Director shall be responsible for creating and launching new services, for improving communications with member factories and stakeholders and for professionalizing all operations of the MGMA.

The Director will work very closely with our international partner, the German Association of Retail Trade (AVE). An international expert will work side-by-side with the MGMA Director to improve and develop the association's capacity.

Major responsibilities:

- Lead the association in developing its organizational capacity.
- Continue organizing MGMA's several recently launched events, including twice yearly business networking events, the annual garment machinery exhibition and educational seminars.
- Support the further development of the MGMA's research capabilities and commercial research services.
- Liaise with international stakeholders, including the ILO, SMART Myanmar and various other development organizations, business associations, brands and retailers.
- Cooperate with colleagues at the MGMA to develop the association's training center.
- In general, help lead and guide the MGMA's staff to become more professional and to have a higher capacity to engage with member factories and international buyers.
- Professionalize and improve MGMA's policy advocacy abilities, including preparing position papers for government and international stakeholders.

Other responsibilities:

- Cooperate closely with the international expert to develop the MGMA.
- Administrative work as necessary.

- Any other necessary duties as outlined by the MGMA Executive Committee.

Qualifications and required experience:

Required experience:

- Fluent in Myanmar and English.
- Minimum of 7–8 years professional office work experience.
- Minimum of 2 years experience managing a business association or performing as a manager for a company or other organization.
- Experience working with international companies or organizations.
- Proven experience developing and expanding an organization or company.
- University degree.

Additional desired (but not required) experienced:

- Some speaking ability in either Chinese, German, Japanese, Thai or Korean.
- Experience with CRM systems, internal corporate databases or related skills.
- Some experience either working or studying overseas.
- MBA or masters degree.
- Experience working in the garment or fashion industry.
- Existing business network in Myanmar, especially related to the garment industry and/or to national level business associations (UMFCCI, Myanmar Industries Association, others)

Position type: **Three year contract position, potentially extendable.**

Salary: Minimum 800 USD/month but may be significantly higher based on candidate's prior experience.

Please email a copy of your cover letter and CV to:

jclere@gmail.com by January 8th.

The target starting date for this position is early February.