



Job Announcement

Title	Operation and Program Manager
Salary	1500 USD/month
Contact Type	1-year contract with the possibility of extension
Closing Date	25 th September 2023
Duty Station	Chiang Mai, Thailand

Burma News International (BNI) was established in Kolkata, India, on 11th February 2003 which is an ethnic media network with 15 independent media/news organizations as members. They are Chin World, Development Media Group, Kachin News Group, Kaladan Press, Kantarawaddy Times, Karen Information Center, Khonumthung News, Mizzima, Mon News Agency, Narinjara News, Network Media Group, Shan Herald Agency for News (S.H.A.N), Than Lwin Times, The Voice of Shan-Ni, and Myitkyina News Journal.

Burma News International (BNI) is currently seeking an Operation and Program Manager (OPM) who is a highly motivated and can work under stress. OPM role is mainly responsible for the whole operation management and successful programs' implementation. BNI is recruiting someone who has strong experiences in management and good understanding on the media.

Core Functions/Responsibilities

- Assist the Managing Director in the concept note and proposal development, fundraising activities, and so on.
- Overall responsible for all the BNI operations and program interventions, timely implementation, and quality of the BNI operations, in close coordination and collaboration with program and operation team members
- Design and develop the programs and implement strategies to strengthen BNI operational management
- Embody and transmit BNI values, ensure compliance with the code of conduct and institutional policies, and ensure the expected mindset and individual and collective behavior, and disciplinary measures when necessary
- Participate in the steering committee or working committee meetings conducted by the Managing Director
- Participate and contribute at quarterly and annual Board of Editors Meeting

- Set up a team spirit and team functioning guaranteeing synergies and exchange of good practices between the program teams, operation teams and BNI members
- Size and plan human resources based on the needs of the projects under the programs
- Perform as a budget holder based on the delegation of authority approved by the Managing Director
- Oversee a robust M&E system across all programs to measure the measurement and progress toward organizational-level goals and results, to ensure compliance with relevant donor requirements, and to assess the overall performance and impact of BNI's programs
- Support the M&E team and program team to champion the importance of gender-sensitive and social inclusion data collection and analysis, including the use of practical indicators and monitoring tools and processes (both qualitative and quantitative) to monitor work on gender equity and social inclusion
- Managing staff and hiring employees
- Generating qualified reports and giving presentations
- Keep track of all donor compliance/requirements and ensure their adherence
- Proper and quality documentation of organizational achievements, testimonials, lessons learned, and important events
- Performing any other tasks and duties assigned by the line manager

Qualifications

- Journalism degree or related degree holder (Master's Degree is preferred)
- A minimum of 5 years of working experience in similar roles
- Understanding of financial management, financial controls and the relevant policy and excellent budget monitoring and reporting skills
- Fluent Myanmar, as well as excellent spoken and written English, are essential
- Advanced knowledge of excel, as well as an understanding of word-processing, and PowerPoint
- Experience in capacity building using coaching, mentoring, facilitation and training skills

BURMA NEWS INTERNATIONAL

Interesting candidates who meet the aforementioned requirements are required to submit a cover letter, an updated CV, and details of 3 referees via email only to: adminhr@bnionline.net by 5:00 PM (BKK Time) on 25th September 2023. The application subject line should clearly mention the job title. Only short-listed candidates will be contacted for a final selection.

BNI is an equal opportunity employer. Women and ethnic applicants are strongly encouraged to apply.