



Job Description: Government Relations Manager
Myanmar National Only
Starting date: 1st May 2019

About Doh Eain

Doh Eain (“Our Home”) is a multi-disciplinary heritage-led placemaking social enterprise based in Yangon, Myanmar. In a world of rapid urbanisation, we want to make sure cities are places with identity, and that they are liveable, inclusive and sustainable. That is why we specialise in preserving heritage, improving public space, and organising activities that connect people to places.

Founded early 2017, our office brings together skills in community mapping, participatory design, restoration & construction, and cultural programming. Key in our approach are building owners and residents, with whom we work together closely in making explicit the value and potential of existing historical, cultural, social and natural assets in the city, and whom we make central agents in our design processes in order to ensure local ownership and impact.

Vision: Together we can make cities more vibrant, inclusive and sustainable places to live, work and enjoy.

Mission: We preserve heritage, improve public space and organise activities that connect people with places, employing our user-centred and participatory heritage-led placemaking approach. In doing this we aim to inspire and enable people to participate in shaping their city.

Doh Eain is registered as a company and as a non-profit. We rely on and apply a diversified set of financing methods, working with clients, loans, and grants on revenue and non-revenue generating projects.

Government Relations Manager

We are in search of an enthusiastic, hard-working, and organized individual to join Doh Eain as government relations manager. The manager will report directly to the director, and in the future to the head of corporate relations.

Job Summary

The purpose of the government relations manager’s role is to strategically support agreed projects from a government relations perspective, and ensure that Doh Eain’s overall government interactions are effective in bringing across and helping to realize Doh Eain’s vision, mission and objectives. The position will develop and implement strategies to engage

various government officials, departments and agencies in ways that contribute to the organisation's goals.

Key Responsibilities:

- In collaboration with the director and deputy director, proactively build up strategic relations with the Yangon Regional Government, YCDC, township and ward level authorities, as well as the Union Level Government and specific ministries such as Education or Health as and when relevant. Should be both on representative (the Hluttaws) and executive level.
- Under the supervision of the heads of service and project managers, coordinate strategic government liaison during all phases of other assigned projects at other types of locations.
- Apply and obtain permits required for our community engagement, design, construction and event organising work
- Work to resolve any issues relating with government and ministries
- Research existing and upcoming changes to public policy and relevant laws. Creating and maintaining a database of information. Develop policy initiatives, provide feedback about potential new laws and regulations, and discuss issues facing urban development.
- Provides support, including translation, to other areas of the organisation where necessary.

This is a role that suits highly qualified mid level to senior Myanmar candidates with extensive experience in policy and external relations.

Key Skills:

- University degree, ideally in Public Relations, Public Administration, Political Science, International Relations
- Communicates well in both Myanmar and English language
- Direct/indirect experience working with the Government of Myanmar is essential
- At least 2 years of stakeholder management experience
- Some experience in leading governmental/policy analyses or advocacy solutions. At least 5 years of work experience overall.
- A strong knowledge of Myanmar government and local governance structures
- Extensive experience in official letter writing (in Myanmar and English), translation and proofreading within a government relations or communications role

Key Attributes:

- Strong analytical mind-set and political sensibility with the ability to deconstruct large, complex policies into clear and actionable strategies and initiatives
- A passion for Yangon and urban and community development
- Fluent in Burmese and English language, excellent written & verbal communications
- A confident and professional approach
- Creative
- A high degree of attention to detail and accuracy
- Ability to effectively work under tight deadlines and manage projects independently
- Team player
- Positive attitude with a willingness to learn and develop
- Resourcefulness in solving problems
- Efficient with available resources

- Ability to work in a small team and be flexible according to overall needs

What do we offer

Taking a new approach to heritage restoration and placemaking, we offer an exciting and innovative environment. You will learn at a very fast pace, while helping grow our organisation. We have been maintaining good relations with the government so far and this job presents an excellent opportunity to further raise our profile to the government. There will be space to share and develop your own ideas.

Terms of Employment:

- Full time, salaried
- 3 month probation period

Please send your resume and cover letter to contact@doheain.com by 13th April 2019.