



Internship – Government Relations

Starting date: 1 Aug - 31 Nov (or longer)

About Doh Eain

Doh Eain (“Our Home”) is a multi-disciplinary restoration and 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 livable, inclusive and sustainable. That is why we specialize in preserving heritage, improving public space, and organising activities that connect people to places.

Founded early 2017, our office brings together skills in research, 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. Owners and residents are the central agents in our design processes in order to ensure local ownership and impact.

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

Mission: Doh Eain preserves heritage, improves public spaces and organises activities that connect people with places, employing a user-centered, participatory approach. In doing this we aim to inspire and enable people to participate in re-shaping their city while retaining cultural heritage.

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.

Key Responsibilities During Your Internship

This placement would be in our corporate relations team (alongside our pillars Heritage Restoration, Public Space Design and Capacity Building), reporting to the government relations manager. The intern would have key responsibilities in:

- Research the latest policy and monitor government’s website which is relevant for Doh Eain (including mobility, public space, play, greenery, public art, waste management, public events)
- Assist to government relations manager in formulating permission procedures, arranging meetings with the government officials and other government engagement procedures that can be used by the other teams to ease their work

- Assist to the government relations manager to ensure successful government relations and develop communication materials
- Translating during meetings, and relevant notifications, laws from Myanmar to English, English to Myanmar if necessary
- Support and assist other project activities as and where required including in the corporate relations, restoration, public space and capacity building teams

Key Experience:

- Undergraduate degree or other strong post high school education
- Organisational and/or research experience
- Volunteering experience
- Clear communicator
- Translation experience

Key Attributes:

- A passion for Yangon and urban and community development
- Highly organized, and entrepreneurial individual with strong business development and organizational development skills
- Self-starter
- Efficient with available resources
- Flexible, collaborative spirit
- Excellent written & verbal communication
- A high degree of attention to detail and accuracy
- Team player
- Resourcefulness in solving problems
- Willingness to go beyond job description where required
- Organised

What do we offer:

This is an opportunity to work in a dynamic, interdisciplinary, and innovative organisation and share in our vision to make Yangon Asia's most livable urban place – environmentally, economically, socially and culturally. We work in a collaborative, team-oriented environment with opportunities to work on a wide variety of projects and topic areas, both individually and on project teams. Doh Eain is an equal opportunities employer and actively seeks to employ and retain a diverse, inclusive workforce. We will accommodate special needs that any staff may require. There will be many opportunities for on the job training and participation in external trainings.

Terms of Employment:

- Minimum 4 months
- Internship, stipend (100 USD/month)

Please send your resume and short motivation statement to contact@doheain.com by 29 of July 2019