

# Committee Officer

## The American Chamber of Commerce in Myanmar

### **Background**

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The American Chamber of Commerce in Myanmar (AMCHAM) was established on October 31, 2013. To date, more than 130 companies employing over 10,000 Myanmar nationals have joined the Chamber. These companies represent a diverse collection of industries and nationalities, with a common goal to expand American business and promote the highest business standards in Myanmar. AMCHAM was registered with the Myanmar Directorate of Investment and Company Administration (DICA) in September 2017 under registration number 115666037. We are a not-for-profit organization.

### *Mission*

The mission of AMCHAM is to promote and connect American business in Myanmar by encouraging local partnerships and upholding the highest business standards.

### *Objectives*

The objectives of AMCHAM are to:

- Promote U.S. business investment in Myanmar;
- Provide a unified voice for American business;
- Encourage American business to collaborate with companies in Myanmar;
- Communicate opportunities and realities on the ground for businesses interested in the Myanmar market; and
- Facilitate capacity development by sharing best practices and encouraging corporate social responsibility.

### **Position**

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The position offers an excellent opportunity to work with multinational and local companies in a dynamic, professional, and diverse work environment. The successful candidate will be interested in supporting trade and investment in Myanmar and will be a self-motivated, proactive, and enthusiastic team player who is fast to learn, efficient, resourceful, and flexible to work under pressure.

The position requires a candidate with **strong English skills** as well as the ability to manage multiple responsibilities with a sense of ownership and responsibility in a fast-paced business environment in a timely manner.

The Committee Officer will provide support to the AMCHAM Myanmar team and report to the Operations Manager and the Executive Director (ED). This position supports all facets of the members' committee experience at AMCHAM.

### **Core Responsibilities**

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- Manage the 10 sectoral Committees and ensure the effectiveness of their efforts
- Drive the direction adopted by the Committees, in line with current sectoral events and developments, to build a favorable business environment
- Build strong relationships with internal and external stakeholders, including private and public sector representatives, to address the setbacks and challenges Committees and member companies' face
- Maintain knowledge of current economic and business affairs affecting the operations of the various sectors represented in Committees

- Support the efforts of Committees by conducting research, drafting position and policy papers, event briefs, and developing questionnaires, among others. Carry out desk and primary research on a wide variety of political and economic issues.
- Offer Committees support in the planning of events, including developing innovative agendas, invitations, and speakers' lists; communicating with guest speakers and panelists; and implementing events
- Liaise between Committee Co-Chairs, the Operations Manager and the ED
- Draft presentations, meeting notes, memos and proposals
- Represent AMCHAM at external public/private meetings and with external stakeholders
- Written and sometimes verbal translation between Myanmar and English language
- Support AMCHAM operations and events beyond Committees
- Possess Broad knowledge of administrative systems of Myanmar government

### **Experience & Desired Skills**

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The successful candidate will be interested in supporting trade and investment in Myanmar and will be a motivated, enthusiastic team player who is fast to learn. Some evening and weekend work will be required occasionally, and the incumbent is expected to engage with AMCHAM events that may occur outside working hours.

- High quality standards and careful attention to detail
- Motivated and proactive
- Able to work independently
- Strong sense of ownership and responsibility
- Willingness to work on weekends and outside of working hours, on occasion
- Flexible and innovative approach to challenges
- Ability to communicate with senior business representatives diplomatically

### *Qualifications*

- Educated to a degree level. Experience with / exposure to politics, journalism, economics, public affairs consulting, foreign affairs, embassies, international development implementers/agencies, and think tanks is a **very strong** advantage
- Based in Myanmar
- Strong English and Myanmar language speaking and writing skills
- 0-3 years' work experience will be considered
- Customer service and communication skills, including excellent partnership and client management skills
- Ability to work under pressure and problem solve
- Working proficiency in Microsoft Office, including Word, Excel and Powerpoint
- Experience with basic database management will be helpful

### **Details**

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**Title:** Committee Officer

**Reporting to:** Operations Manager & Executive Director

**Working Hours:** Full Time

**Location:** No. 3/A, Bogyoke Aung San Road  
#14-00, Suite 51, Junction City Tower  
Pabedan Township, Yangon, Myanmar

**To Apply** Please send your CV (less than 2 pages) and cover letter with 2 references (less than 1 page) to [service@amchammyanmar.com](mailto:service@amchammyanmar.com)  
Only shortlisted candidates will be contacted.  
Employment offers are subject to successful clearance of pre-employment checks.

*Applications are accepted on a rolling basis with a view to recruit as soon as possible*