

## **Vacancy: Chief Executive Officer, British Chamber of Commerce, Myanmar**

The British Chamber of Commerce Myanmar is seeking a Chief Executive Officer based in Yangon. The role focuses on the members, promotes the Chamber's mission, enhances our visibility within the business community, and facilitates events, training and networking. The successful candidate will be responsible for the governance and smooth functioning of the Chamber.

The role demands a high level of professional integrity and probity. It is essential that the CEO is respected and seen as a leader representing the British business community in Myanmar who can provide a credible, connected, enabling platform that facilitates responsible business for BCCM members.

BCCM is an equal opportunity employer who values inclusion and diversity. We encourage applications from all qualified individuals regardless of race, colour, ethnicity, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, or other category protected by law.

### **Job Description (Roles and Responsibilities)**

#### **Overview of the British Chamber of Commerce Myanmar**

BCCM started life as the British Business Group in 2013 and was formalised in July 2014 as a Myanmar registered not-for-profit business association with DICA. The Chamber operates independently based on Articles of Association. It is governed by a Chair, supported by a Board of Directors, and has an appointed CEO. The board consists of 11 elected local and international business leaders (and two ex-officio Directors, one each from the British Embassy and the British Council). BCCM is accredited to the British Chambers of Commerce, based in the UK through annual membership.

BCCM is one of the largest international Chambers of Commerce operating in Myanmar with 220 member companies and close to 1,000 participants. As a voice of international business and a sounding board for engagement with businesses the Chamber aims to support an active business network. BCCM is committed to being an advocate of sustainable and responsible business that builds the prosperity, and supports the long-term benefit, of the Myanmar people.

BCCM offers a vibrant and flexible working environment, where you will have the opportunity to contribute to strengthening bilateral trade relations between Myanmar and the UK while supporting businesses in their growth and success in Myanmar.

## **Main Purpose of the Job**

This is a significant representative role both in Myanmar, regionally, and in the UK. To do this, the CEO has oversight of the Chamber, including its governance, budget, the profit and loss account, balance sheet, turnover, and cash flow, membership, events, trade and services, all aspects of human resource strategic management and resource planning. It is a strategic role, where forward planning is vital to the smooth running of the Chamber.

## **Key Responsibilities:**

- Report to the Chair and Board of Directors as the Chamber lead on governance;
- Support the Chair and Board of Directors at monthly meetings with financial, membership, events, trade and services information;
- Set the strategic direction of the Chamber based around a clear business plan;
- Manage the membership, events, trade & business services teams to grow the Chamber membership, generate income, support the Chamber membership and re-deploy profits (less expenses such as wages and rental expenses) to promote the Chamber's goals;
- To run efficiently and effectively the largest and most comprehensive Chamber membership organisation in Myanmar as measured by membership numbers, sectors of interest, attendance at networking, training, events, seminars and workshops, and support for trade and business through a value-added trade and services offer
- Build and maintain strong relationships with Chamber members, British and Myanmar business communities, the BiSEA network, the British Club, and the British Government.
- Deliver over 50 events per annum to support and enhance membership engagement which generate revenue for BCCM.
- Enable BCCM's Members to navigate the business landscape in Myanmar facilitated by BCCM's Working Groups and training offer.

## Qualifications and Skills

- Experience, ideally with a business, chamber of commerce, trade association, Embassy, NGO, INGO, or similar organisation.
- A deep understanding of the Myanmar trade, business and economic environment
- Evidence of recent residency in Myanmar
- Strong organisational skills with the ability to manage multiple projects simultaneously.
- Excellent oral and written communication and interpersonal skills, with an ability to build relationships across a diverse range of stakeholders.
- Creative thinker with a strategic mindset, able to develop innovative solutions to promote the Chamber's activities and engage the business community.
- A team player, who can lead in a dynamic and forward-leaning team environment.
- A self-starter, who has the desire and ability to drive ideas and initiatives forward with determination.
- Evidence of leading and managing a team
- Proficiency in digital marketing tools and platforms, with a solid understanding of social media strategies and email marketing.
- An understanding of profit/loss, balance sheets, cash flow
- Fluency in English, both written and spoken.
- Evidence of delivering strategic campaigns

## Other Desirable Experience:

- Excellent leadership skills
- Strong networking, influencing and engaging skills
- Experience managing budgets, financial planning
- Strategic thinking skills

## Type of Position

Full time, contract

## Working Hours

Monday to Friday, 09:00 – 17:00; and other times to cover events

## Location

Yangon

## Salary

Negotiable paid locally in MMK

## Starting Date

Monday 16 June 2025

### **Other benefits and conditions of employment**

BCCM offers flexible working, uncertified sick leave allowance, casual leave, annual leave, time off in lieu, and public holiday leave.

Working patterns: 35 hours per week (Monday to Friday)

BCCM supports flexible working, however the base location for this role will be the office of BCCM, Yangon and the role holder will be expected to work from there for most of the time.

Employment offers are subject to successful clearance of pre-employment and security checks.

No accommodation, flights, medical insurance or relocation expenses are payable in connection with this position. All candidates must be legally able to work and reside in Myanmar with appropriate residency, visa/work permit status. Any costs related to obtaining or renewing permits and visas are the responsibility of the successful applicant. No expenses are payable to attend an interview, the costs of which are to be borne by the applicant.

### **Continuous Professional Development Opportunities**

Appropriate job-related learning and development opportunities are available.

### **Process**

Only shortlisted candidates for interview will be contacted. If you have not heard from us, please accept that your application has been unsuccessful.

Interviewees will be assessed based on their CV and Letter of Application. The letter should explain 'why' you think that you are the best person for the role.

If you are invited to interview, applicants are encouraged to use the STAR (Situation, Task, Action, Result) format to prepare specific examples of when you have demonstrated appropriate work-related behaviours.

Using the STAR format to provide evidence of your skills and experience in your application and at interview helps to give a structure. You briefly describe the situation in which you showed the behaviour, and then explain your task in addressing the situation, what action you took and the result of this.

### **Application Deadline**

17:00hrs (Myanmar time) on Friday 2 May 2025. Applications received after this deadline will not be considered. Interviews will be during the week of 12-16 May 2025. The successful candidate is ideally available to start on Monday 16 June 2025

**To apply, please submit your CV along with a letter of application detailing your interest and suitability for the role to: [info@britishchambermyanmar.com](mailto:info@britishchambermyanmar.com).**