

## Job Posting

### *Corporate Governance Officer, Myanmar Institute of Directors*

The Myanmar Institute of Directors (MIoD) is the cornerstone organisation developing effective leaders that govern businesses and institutions with the highest ethical standards and enhance investor confidence in Myanmar's private sector and capital markets.

MIoD is a national-level not-for-profit association with a mission to improve the efficiency, effectiveness and professionalism of boards and board directors, and to promote excellence in corporate governance standards and their application by companies and organisations by impacting board efficiency.

Governed by a board of directors comprising both public and private sector representatives, and are a diverse group of business leaders and advocates of good corporate governance in Myanmar. They include senior representatives of key regulatory bodies, CEOs of large corporations, and heads of organizations representing market stakeholders.

MIoD was formed with support from the International Finance Corporation (IFC), a sister organization of the World Bank and a member of the World Bank Group, and the governments of Australia and the United Kingdom. Find out more about us at: [www.myanmariod.com](http://www.myanmariod.com).

The mission of MIoD is to:

- To promote excellence in corporate governance standards and their application by companies and organisations
- To develop effective leaders who govern businesses and institutions with highest world class ethical standards
- To improve the efficiency, effectiveness and professionalism of boards and board directors

This calls for adequate and specialized training, advocacy and professional development of corporate agents. Through director training, standard-setting and advocacy, institutes of directors have been instrumental to raising the standards of individual directors, the boards on which they serve and the companies that are overseen by them.

MIoD is seeking a Corporate Governance Officer to develop in-house knowledge and promote the practice of good Corporate Governance in Myanmar. The Corporate Governance Officer will be responsible for Governance education, research and development of Myanmar CG best practices and promoting the adoption via MIoD's membership network and activities. The Corporate Governance Officer will report and be accountable to the Chief Executive Officer (CEO) of MIOD.

## Corporate Governance Officer Responsibilities:

<b>Key responsibilities:</b>		<b>Key deliverables:</b>
1	Assist in researching and designing the framework of CG education roadmap for Directors, C-Suites and Corporate Secretaries. Develop L&D products offerings such as Directors Handbook, Board Charters, Toolkits and Checklists, etc. to assist Myanmar companies in their CG journey.	<ul style="list-style-type: none"> <li>✓ Training Handbook,</li> <li>✓ Education, Events and Members Activities Calendar</li> </ul>
2	Coordinate with knowledge partners, the cadre of trainers, technical support partners, regulators and global IOD network to be part of CG circle, keeping abreast with CG issues and ensuring MloD's offerings are kept up-to-date with CG trends.	<ul style="list-style-type: none"> <li>✓ Delivery of high-quality education programs and members events</li> <li>✓ Participation in CG circle activities and events</li> <li>✓ Established inclusive relationship with partners. Active participations from partners in CG capacity building for MloD members</li> </ul>
3	Work closely with CEO and the rest of the MloD team to expand outreach of MloD, attract and maintain members and sponsors. Plan products offerings and activities for members.	<ul style="list-style-type: none"> <li>✓ Maintain MloD's reputation of quality and excellence</li> </ul>
4	Be responsible for the delivery of MloD education courses, thought-leadership publications and other education, outreach and awareness activities.	<ul style="list-style-type: none"> <li>✓ Delivery of high-quality education programs</li> <li>✓ Delivery of high-quality publications and articles</li> </ul>
5	Build relationships in the market with businesses, governmental organizations, NGOs, donors, the media, and other stakeholders, as necessary.	<ul style="list-style-type: none"> <li>✓ Increased number of members, class participants, sponsors, partners</li> </ul>
6	Deliver progress reports to MloD CEO and the Board.	

## **Skills, experience and any other requirements**

This role would be suitable for a someone who has a thirst to learn and grow their own knowledge base and who has a desire to share this with others in a systematic manner. In this early stage of Myanmar's Corporate Governance journey, the Corporate Governance Officer role has a unique opportunity become one of the foremost CG experts in the country.

Candidates should have an appropriate undergraduate or post-graduate university degree, and prior experience and expertise as follows:

- A minimum of 3 years of relevant work experience;
- Strong interest in the world of companies, development of the economy and desire to learn corporate governance principles and trends;
- Strong interpersonal communication skills;
- Experience working with or for the private sector in Myanmar or abroad;
- Ability to build and maintain positive working relationships;
- Strong teamwork skills;
- Ability to operate in a proactive, results-oriented manner, with high degrees of autonomy;
- Strong fluency in English preferred;
- No prior experience in corporate governance is required and support will be given to build up skills and knowledge on the job.

**Supervision:** The Corporate Governance Officer will report to Chief Executive Officer.

**Time Commitment:** Full-time (based on 40 hour working week, but also attending ad-hoc training session that may be outside of normal working days and hours).

**Start date:** As soon as possible.

**End date:** The initial contract period will be for a period of one year, with an option to renew. Three-month probationary period at the start.

**Location:** Yangon, Myanmar with travel to other states/regions within Myanmar and regionally as required.