

JOB OPPORTUNITY # 019/14

CAPACITY BUILDING SPECIALIST, WWF-MYANMAR

As a part of World Wide Fund for Nature – Greater Mekong, WWF-Myanmar was established in 2014 with the aim to support Myanmar’s development ambitions with a focus on spatial planning and biodiversity conservation in parallel with ecosystem services protection and sustainable livelihoods. WWF-Myanmar is now inviting applications for the position of **Capacity Building Specialist** based in Yangon, Myanmar with frequent travel outside of Yangon.

Only Myanmar nationals are eligible to apply.

Major Function

The Capacity Building Specialist will work to build capacity for conservation in Myanmar by supporting the Russell E. Train Education for Nature Program (EFN). EFN provides support to individuals pursuing graduate degree (Master’s and PhD) studies in conservation-related fields anywhere in the world and to conduct research in their home countries or region.

He/She will help advance the program goals and objectives in Myanmar through the management of all aspects of EFN’s program, including promotion, recruitment, marketing, selection of candidates, and follow up through building networks with relevant agencies, preparation of informational materials and assisting with the capacity building gaps in the region. The role would further coordinate and assist in the organization of workshops and other assigned projects.

He/she will then:

- Assist with promotion, recruitment, and selection processes for EFN, including:
- Identify potential candidates for fellowships and grants.
- Promote fellowships, workshop grants and professional development grants throughout Myanmar through in-person, online, and print and other media.
- Establish strong working relationships with relevant academic institutions, governmental agencies, and NGOs.
- Identify opportunities to collaborate or support in-country courses or training providers that align with WWF’s priorities.
- Produce high-quality promotional materials and identify placement for promotion and marketing materials (i.e. newspapers, journals, radio).
- Coordinate and assist in the organization of workshops, seminars and conferences and any other training workshop supported by EFN and or WWF.
- Coordinate and assist in the organization of training workshops supported by WWF.

Required Qualifications

- Bachelor's degree plus two years, or a minimum of four years relevant experience with managing a fellow scholarship preferable with a university or large organization, preferably with environmental or conservation education experience.

Required Skills and Competencies:

- Strong organizational and analytical skills
- Excellent communication and interpersonal skills
- Initiative, ability to prioritize and complete work with minimal supervision
- Familiarity with Microsoft office software (Word, Excel, PowerPoint, Access)
- Fluency in Burmese and English languages

Closing Date: 15 September 2014.

Interested candidates should email vacancy.mm@wwfgreatermekong.org or send a hard copy **cover letter** and **curriculum vitae** in English to 15C Than Taman Street, Dagon Township Yangon, stating the position title. Email application documents should be addressed as **Document_Yourfullname**.

Only short-listed candidates will be contacted.