



National Reconciliation and Peace Centre

TERMS OF REFERENCE

Executive Director – Peace Support Secretariat

Position Title:	Executive Director
Place of Work:	Nay Pyi Taw, Myanmar
Duration of Work:	1 year (full-time)

Background:

The National Reconciliation and Peace Centre (NRPC) is a government organisation formed under the President's office Order Number 50/2016, dated 11th July 2016. It is chaired by the State Counsellor, Daw Aung San Suu Kyi. The NRPC's headquarter is in Nay Pyi Taw, and it has a branch office in Yangon.

As mandated in President's Office Order 50/2016, Article 3, dated 11 July 2016, the NRPC is establishing a Peace Support Secretariat to provide constructive and institutional support to NRPC and its institutions, and relevant government bodies.

To lead the Peace Support Secretariat, the NRPC is seeking a full-time, Executive Director.

Main duties and responsibilities:

The Executive Director has overall responsibility for the Peace Support Secretariat's day-to-day management and administration. The Executive Director will report directly to the NRPC Vice-Chairman (1) or his representative. The Executive Director will take instruction from NRPC Vice-Chairman (1) or his representative on all matters of importance.

Responsibilities of the Executive Director include amongst others:

- Oversee all Peace Support Secretariat staff;
- Coordinate the Peace Support Secretariat's Technical Experts;
- Recruit external staff members for the Peace Support Secretariat and assign civil service officials to one of the seven key departments according to their skills;
- Assist in logistical matters related to hiring of the Technical Experts;
- Represent the Peace Support Secretariat externally as required;
- Implement the strategic plan of the NRPC, through the services of the Peace Support Secretariat;
- Engage with stakeholders, including Myanmar government officials and members of the international and diplomatic community;

- Put in place human resource policies and procedures for the well-functioning of the Peace Support Secretariat;
- Act as Chief Operating Officer of the Peace Support Secretariat. Develop financial policies and practices in line with government regulations, and where applicable, donor rules and guidelines;
- Establish a fiduciary control framework to ensure confidentiality, accountability, and transparency in work processes.
- Prepare annual report and other reporting requirements;
- Prepare annual budget and cash flow projections; and audit management.
- Seek funding from time-to-time from international donors and other external sources, including to fund certain programmes and initiatives of the Peace Support Secretariat;
- Perform other such functions as may be required by the Chair/Vice-Chairman(1) of NRPC
- To be responsible for the internal coordination and capacity development of the Peace Support Secretariat including holding regular meetings with staff.

Skills and Experience

- Experienced professional background with proven track record
- Knowledge of the Myanmar Peace Process
- At least 15 years of experience in a higher management role
- Excellent organizational, diplomatic and interpersonal skills
- Proven experience in leadership positions
- Strong analytical and reporting skills
- Advance Degree required
- Fluency in English language, both written and spoken

Other requirements

Only citizens of the Republic of the Union of Myanmar will be considered for this role. The Executive Director may be required to travel at short notice.

To Apply

An application, comprising a CV/resume and a covering letter outlining relevant experience and qualifications must be submitted to **Email: nrpcnpt1@gmail.com**, with the position title referenced in the subject line. Applications must include a minimum of two referees and their contact details.