

**CALL FOR CVs**  
**USAID RESPONSIBLE INVESTMENT AND TRADE ACTIVITY**  
**Private Sector Manager**

**Job Title:** Private Sector Manager  
**Reports to:** Private Sector Director  
**Location:** Yangon, Myanmar  
**Duration:** Full-time contract until June 2025

### Activity Background

The USAID Burma Responsible Investment and Trade Activity (the Activity) is a five-year (July 2020 – June 2025) USD 18.7 million activity that works with a broad range of international and domestic private sector firms and civil society actors to promote civilian ownership of the Myanmar economy by increasing the share held by responsible, accountable, and transparent firms. The Activity supports micro and small enterprises, business service organizations, and community support organizations operating in or entering the market in Myanmar to improve corporate governance, business transparency, and competitiveness. It also promotes inclusive economic growth and economic integration, responsible investment, and trade for the benefit of economically marginalized and conflict affected (EMCA) people in Myanmar and empower women to participate in the economy more fully.

The Activity contributes to USAID Burma's Development Objective 2 "Inclusive economic growth strengthened" and Intermediate Result 2.2 "Responsible and transparent private sector expanded." The Activity also contributes to USAID's Private Sector Engagement Strategy, Indo-Pacific Strategy, the Integrated Country Strategy, and efforts to establish an inclusive and representative democracy in Burma.

The Activity's four objectives guide its approach to promoting sustainable livelihoods:

- Facilitate fair and responsible investment and trade in goods and services within Myanmar and with the United States, and other partner countries.
- Improve domestic corporate governance, business transparency, and competitiveness of micro and small enterprises and business and community support organizations.
- Promote economic integration, investment, and trade for the benefit of non-urban people in Myanmar.
- Empower women to participate more in the economy, particularly in the promotion of responsible investment and trade in goods and services.

The Activity takes a facilitative ecosystem-strengthening approach, which fosters partnerships with business advisory services providers, civil societies, microfinance institutions, non-bank financial associations, incubators, accelerators, and other stakeholders to build capacity and catalyze change by facilitating locally driven, sustainable solutions.

### Overview of the position

Under the supervision of the Private Sector Director, the Private Sector Manager should be prepared to work on achieving various Activity tasks and related sub-tasks.

### Roles and Responsibilities

Private Sector Manager will initially have the following roles and responsibilities:

- Serve on various ad hoc committees, such as the Activity's vetting, NOFO scoring, and grant committees, when required.
- Engage with prioritized and assigned NOFO grant applicants on the following pre-grant process work:
  - Ensure applicants are vetted by the Activity's vetting team.
  - Review and clarify information in NOFO applications.
  - Finalize and obtain internal approval for the Activity's internal program design for NOFO grant applicants.
  - Guide NOFO grant applicants through the Activity's Request for Application process.
  - Finalize grant program description for the grant approval request.
  - Other pre-grant tasks as required.
- Manage the relationship with assigned grantees for the following post-grant signing work:
  - Lead technical grant implementation including grant kick-off meeting, provide technical guidance, site visits, etc.
  - Review milestone payment documentation for compliance with grant agreements.

- Manage project promotion tasks for assigned Activity grantees.
- Ensure assigned Activity grantees provide the required monitoring and evaluation data.
- Other post-grant tasks as required.
- Engage with business support organizations, community support organizations, microfinance institutions, donor organizations, and other organizations to meet the Activity's objectives.
- Lead in designing workshops, tools, training, or other knowledge products geared towards improving the ability of business support organizations, community support organizations, and microfinance institutions.
- Manage and monitor project activities.
- Develop detailed terms of reference, scopes of work, and budgets for consultants.
- Manage consultants, including reviewing and editing consultant reports.
- Develop and present PowerPoint and data tables.

### **General**

- Contribute to yearly work plans and quarterly/annual reports.
- Conduct research in support of Activity's work with conclusions and recommendations.
- Maintain files and documentation for project activities.
- Other tasks as assigned by the Senior Private Sector Lead or Private Sector Director

### **Level of Effort, Location, and Reporting**

The level of effort is 260 days per year. The employment contract will be on a yearly basis, with possible extensions until the close of the project. The position reports to the Private Sector Director. The position is based in Yangon.

### **Qualifications**

- BA/BS in Economics, Business or a related field or relevant experience; Advanced degree in business or economics highly preferred.
- At least five years of professional experience that demonstrates working knowledge of any of the following technical areas: investment, finance and accounting, trade promotion and facilitation, corporate governance, corporate finance, business journalism, and project management.
- Management experience highly preferred.
- Private sector experience highly preferred.
- Working knowledge of the private sector actors in Myanmar, including SMEs, investors, financial lenders, business advisory services, business support organizations, media, etc.
- Competent business analytical and research skills (primary and secondary research).
- Ability to work efficiently and deliver high-quality deliverables within the time allocated.
- Excellent interpersonal communication skills and public speaking ability.
- Excellent personal organizational and time management skills.
- Excellent analytical, problem solving, and critical thinking skills.
- English and Burmese fluency is required.
- Ability and interest to travel within Myanmar as required.

### **DAI Organization and Values**

DAI is a global development company with corporate offices in the United States, the United Kingdom, EU, Nigeria, Pakistan, and Palestine and project operations worldwide. We tackle fundamental social and economic development problems caused by inefficient markets, ineffective governance, and instability. DAI works on the frontlines of global development. Transforming ideas into action—action into impact. We are committed to shaping a more livable world.

DAI and its employees are committed to confronting racism and holding ourselves accountable for positive change within the company and in the communities, cultures, and countries in which we live and work. DAI is committed to attracting and retaining the best employees from all races and backgrounds in our continued effort to become a better development partner.

DAI upholds the highest ethical standards. We are committed to the prevention of sexual exploitation, abuse, and harassment as well as other ethical breaches. All of our positions are therefore subject to stringent vetting and reference checks.

DAI is an equal opportunity/affirmative action employer with a commitment to diversity. DAI does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, veteran status, or other non-merit factors.

**Application Instructions**

Applicants should submit their CVs via the link below and are encouraged to apply as soon as possible, as interviews will be conducted on a rolling basis. Due to the volume of applications that we receive and the urgency to fill positions, only shortlisted applicants will receive notifications on the next steps.

Please apply here: [Link for Application](#)