



**JOB VACANCY**  
**Business Information Centre (BIC) Project Manager**  
**1 Position**

**Responsibilities of the Business Information Centre (BIC) Project Manager:**

- Monitor economic developments in Myanmar
- Compile news and translate from Myanmar language to English and Thai
- Compile information for Thai businessmen and investors
- Promote and maintain the BIC website
- Coordinate with both Thai and Myanmar authorities and private sectors
- Provide information and explanation on the Myanmar market, economy, and investment issues
- Prepare and arrange BIC events, such as economic missions and economic survey trips
- Logistic support for delegations
- Be able to travel outside of Yangon within Myanmar and to Thailand
- Other responsibilities assigned by the Embassy as deemed necessary

**Qualifications of the BIC Project Manager:**

- Bachelor's degree in any field of study
- Good knowledge of management and planning
- Preferably 3 years working experience
- Knowledge of Microsoft Office, applications and website administration
- Good command of written and spoken English, Myanmar and Thai language
- Presentable personality with energetic and enthusiastic characters, including service - minded attitude
- Ability to work under pressure, to set priorities, as well as to handle multiple assignments simultaneously

Applicants are invited to send an application letter along with the following documents:

- A curriculum vitae (CV) or a resumé
- A recent photo
- A copy of a transcript
- A copy of an education certificate
- A copy of an identification card
- A copy of Household registration

Documents must be submitted at the Reception of the Royal Thai Embassy or E-mail (Please indicate “Application BIC Project Manager” in the subject of the E-mail) no later than 15 November 2019.

Contact : Royal Thai Embassy (Mr. Chinawut Setawat)  
Phone Number: +951 222-784, 226-721, 226-728 Ext: 115  
E-mail: [ch.setawat@mfa.mail.go.th](mailto:ch.setawat@mfa.mail.go.th)  
And CC to [thaibizmyanmar@gmail.com](mailto:thaibizmyanmar@gmail.com)  
(Please indicate “BIC Project Manager” in the subject of the e-mail)

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**Royal Thai Embassy, Yangon  
5 November 2019**