

# POSITION DESCRIPTION



BURMA  
LINK

**POSITION TITLE:** Burma Coordinator

**ORGANIZATION:** Burma Link – Mae Sot, Thailand

**REPORTS TO:** Program Director

**OVERALL RESPONSIBILITY:** The Burma Coordinator is responsible for managing Burma Link’s Burmese website and establishing and maintaining links with Burmese speaking organisations and individuals. The post-holder is responsible for continuously researching new publications and developments in Burma and on the Thailand-Burma border, regularly updating background information and collection library on the Burmese website as well as reviewing and editing comments and articles submitted for publication in Burmese and Karen. The post-holder works in close cooperation with the International Coordinator to ensure the compatibility of both sites and that both post-holders are constantly aware of current issues and new developments affecting the people of Burma. The post-holder oversees and edits all translations and occasionally assists other staff with translation and interpretation, and conducts interviews to be used for stories, articles, and other publications. Minimum six months’ commitment is expected.

## KEY RESPONSIBILITIES:

- Manage Burma Link’s Burmese website, ensuring all documents are uploaded correctly and are up to date. Ensure the website is aesthetically pleasing and user friendly on all devices.
- Keep up to date information available on the website by continuously researching new publications and developments.
- Regularly update background information on the Burmese website.
- Regularly review and edit comments and articles submitted for publication on the Burmese website.
- Work in close cooperation with the International Coordinator, ensuring compatibility of both sites.
- Select posts and stories to be translated from Burmese to English.
- Edit Burmese articles and stories.
- Conduct interviews and assist with interpretation and translation as needed.
- Establish and maintain links and working relationships with local and international organisations, and individuals engaged in Burma issues.
- Perform other duties as may be requested.

## JOB REQUIREMENTS – EDUCATION & PROFESSIONAL

- Demonstrated knowledge of Burma issues and the Thailand-Burma border refugee situation.
- Strong research and editing skills, and able to write communications material clearly and concisely with an engaging and accurate writing style (in Burmese).
- Proficient with the use of social media.
- Proficient with Microsoft Office.
- Excellent written and oral communication skills in English and Burmese.
- Good oral communication skills in Karen.
- Knowledge of other ethnic languages is an advantage.
- Knowledge of WordPress and website development is an advantage.
- Ability to travel inside Burma and along the border is an advantage.

### **JOB REQUIREMENTS – PERSONAL ATTRIBUTES:**

- Integrity, honesty, and reliability.
- High degree of cultural sensitivity and strong ethics.
- High degree of personal initiative and creativity.
- Capable of working independently and within a team as well as forming strong working relationships with program staff across the organization.
- Able to work effectively in a multi-cultural environment and with different ethnics from Burma.
- Ability to manage communications with a range of local organisations ensuring that relationships develop and mature.
- Ability to prioritize and manage own time even under pressure.
- Willingness and ability to travel and work outside normal working hours.
- Able to identify what needs to get done, then willing and able to make it happen with great attention to detail.
- Strong organisational skills and the ability to meet deadlines.
- Outgoing, confident, and able to influence people and present a compelling case.

### **APPLICATIONS**

This is currently a non-paid volunteer position as Burma Link is fully run by volunteers until funds are available. To be considered for this opportunity, please send your CV and application form to [volunteers@burmalink.org](mailto:volunteers@burmalink.org).