



TURQUOISE MOUNTAIN

Programme Manager, Myanmar

About us

Turquoise Mountain is a charity supporting artisans and communities to protect and revitalise cultural heritage. Founded in 2006 by His Majesty King Charles III, we work directly with artisan communities in Afghanistan, Jordan, Myanmar, Palestine, Saudi Arabia, and Syria. To date, we have trained and employed over 11,500 artisans, restored more than 180 historic buildings, provided primary healthcare to over 275,000 patients, and education and cultural heritage programmes to over 4,500 children.

Turquoise Mountain Myanmar was established in 2016, promoting traditional textile weaving, goldsmithing, and lacquerware production, and the restoration of historic buildings. Turquoise Mountain supports the sales of traditional Myanmar crafts to international markets and showcases artisans' work on the global stage through exhibitions, creative and commercial partnerships, and bespoke commissions. We have also established a hub for design and craft in Yangon, with a strong focus on public outreach and craft education. The hub also has a boutique that brings the best of Myanmar craftsmanship to market.

We are seeking a highly experienced Programme Manager with proven experience in grant and programme management, field activity oversight, and team leadership in development and humanitarian contexts.

About the role

The Programme Manager is responsible for overseeing all aspects of the programme's administration and implementation, including grants management, grant application, proposal development, budget oversight, project design, and coordination of programme activities. The role ensures that all programmes are well-planned and results are evidence-based. As a member of Senior Management Team (SMT) of Turquoise Mountain Myanmar, the Programme Manager will also lead budget and proposal development and collaborate with TM staff, partners, and consultants on project evaluations, research, and grant implementation activities.



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Registered Office: Princes Exchange, 1 Earl Grey St, Edinburgh EH3 9EE

Turquoise Mountain Trust is a registered charity no. SC037343 and as a company no. SC299579

Key responsibilities

- **Programme Implementation, Leadership, & Reporting:** Lead implementation of all programmes, ensuring quality, progress, and alignment with strategic goals.
- **Grant & Budget Management:** Oversee and accountable for grant planning and successful implementation within available budget and in compliance with internal and external policies and agreements, budget tracking, and reporting.
- **Monitoring, Evaluation & Learning (MEAL):** Guide research, ensure data quality and support M&E planning, tools, and reporting with MEAL Officer and Global MEAL Lead.
- **Proposal Development:** Work closely with the Country Director and other global and Myanmar colleagues and develop proposals that achieve Turquoise Mountain's mission and vision to support artisans.
- **Donor Engagement & Fundraising:** Support fundraising, liaise with donors, and lead narrative report writing.
- **People Management:** Supervise programme staff, provide guidance, and manage recruitment, performance, and development.
- **Capacity Building & Project Training:** Co-design with relevant teams and colleagues and ensure delivery of all training.
- **Stakeholder Coordination & Communication:** Build strong relationships with internal and external stakeholders, including artisans, authorities, and partners.
- **Operational & Logistical Support:** Work closely with operations team to ensure that logistics, procurement, and international textile exports comply with internal and external policies and agreements.





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- **Governance & Reporting:** Lead internal grant meetings, ensure compliance, and implement relevant policies, procedures, and standards.

Person Specification

Professional approach

We are looking for a highly competent and collaborative Programme Manager.

Personal attributes

This role is based in Yangon. The post-holder must be willing and able to travel nationally as required.

Qualifications

- A master's degree in a relevant field (e.g., social development studies, project management, social science, public administration, international relations), or equivalent qualification by experience.

Specific job skills and experience

Essential

- Proven experience in grant and programme management, field activity oversight, and team leadership in development or humanitarian contexts.
- Strong knowledge of financial and budget management, and grant compliance.
- Excellent report writing and fluency in English and Myanmar/Burmese (written and spoken).
- Effective coordination experience with government, national and international partners, and other relevant stakeholders.

Desirable

- Understanding or interest in cultural heritage, artisan-made products, or heritage buildings would be an advantage, though not essential.



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Skills and abilities

- Proficiency IT skills including use of MS Office suite (Teams; Outlook; Excel; PowerPoint etc.) and Google Suite.
- Demonstrated cross-cultural competence and experience working with diverse or dispersed teams.
- Demonstrated leadership, communication, organizational, and people management skills.
- Capable of working under pressure to meet deadlines and dealing with multiple priorities.
- Excellent oral and written communication skills are essential.
- Ability to work on own initiative, manage and organise own workload, and meet deadlines.
- Good organisational and problem-solving skills.

What we offer

The role is a full-time position offered for a period of 12 months. Subject to funding availability, the contract may be renewed annually.

The role is classified at Grade nine under Turquoise Mountain Myanmar's pay strategy. The monthly salary range starts at USD 908, depending on experience and suitability for the role.

We encourage applications from local candidates, preferably those currently based in Myanmar.

How to apply

Please submit a CV and covering letter outlining how you fit the person profile, including your relevant experience of working as a project lead or programme manager in development or humanitarian contexts.

Please combine your cover letter and CV as one pdf document.

Submit the document to vacancy.mm@turquoisemountain.org with "Programme Manager – Myanmar + [your surname]" in the subject line.



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Please submit your application no later than **25 June 2026**.



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