

Save the Children is the world's leading independent organisation for children. It is a dual mandate organization and focuses on development and emergency response. We are currently working in 120 countries around the world touching the lives of 125 million children. Our mission is to inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

Save the Children has been working in Myanmar since 1995. Our programmes include Maternal and Child Health, Nutrition, HIV/AIDS, WASH, Education, Food Security and Livelihoods, Child Protection and Child Rights Governance and Humanitarian Responses in across the country.

Save the Children offers attractive salary including non-salary benefits which consists of paid medical benefits, various leave benefits, accident insurance, severance and other allowances.

We are currently inviting motivated and talented individuals to apply for Communication Officer at Yangon Head Office.

**SAVE THE CHILDREN INTERNATIONAL
VACANCY ANNOUNCEMENT
(FOR MYANMAR NATIONAL ONLY)
ROLE PROFILE**

TITLE: Communications Officer (Myanmar Education Consortium)	
TEAM/PROGRAMME: Myanmar Education Consortium (MEC)	LOCATION: Yangon, Head Office
Number of Positions: 1 GRADE: NAT4	Type of Contract: Fixed Term
<p>CHILD SAFEGUARDING: Level 2: either the post holder will have access to personal data about children and/or young people as part of their work; or the post holder will be working in a ‘regulated’ position (accountant, barrister, solicitor, legal executive); therefore a criminal record self-declaration will be required(at ‘standard’ level in the UK or equivalent in other countries).</p>	
<p>Introduction: The Myanmar Education Consortium (MEC) partners with selected ethnic and monastic education providers to strengthen their capacity to deliver and sustain good quality learning opportunities for hard-to-reach children in Myanmar. As a multi-donor funded programme with a \$15 million/year annual budget, MEC is an education programme that is operating in a fragile and complex context. With funding support from four institutional donors (USAID, DFAT, FCDO and Finland), MEC provides funding, coordination, technical assistance and research across different local partner organisations to promote continuous improvement of education services and a supportive operating environment for ethnic and monastic education providers. MEC is currently in its third phase of implementation with a strategy period of 2021-2025 and is currently recruiting for a Communications Officer.</p>	
<p>Role Purpose: The role of the Communications Officer is to support on the generation and delivery of communications and media products to promote quality education in Myanmar and the Myanmar Education Consortium. The post-holder will assist in preparing high-quality communications outputs in English and Myanmar such as case studies, feature stories and multimedia assets. The post-holder will also be responsible for maintaining and updating MEC’s social media and digital media assets, including Facebook and website. He/she will also be required to support MEC’s partners in communications, as relevant.</p>	

SCOPE OF ROLE:

Reports to: Communications and Reporting Manager

Direct Reports: 0

Financial Approval: None

External Representation: Some (MEC Partners)

Travel: Occasional (up to 5 days every month)

KEY AREAS OF ACCOUNTABILITY:**Develop MEC communications:**

- Support the implementation, monitoring and evaluation of MEC communication strategy that aims to increase MEC's visibility among key education stakeholders.
- Assist in developing communications materials to promote and raise awareness of MEC's work.
- Coordinate with different teams within MEC to identify key themes to be translated into communications materials/ products
- Archive and maintain ongoing communications materials for events, partner actions, social media and digital communications activity.
- Keep track of news on MEC and its partners and create clipping reports

Donor Communications

- Assist in maintaining the MEC info-hub for donor communications, including drafting content, and coordinating with different teams to ensure that there is a consistent flow of content.
- Assist in the preparation of annual and semi-annual reports, particularly in coordinating to produce communications materials such as case studies and photos from MEC partners

Support digital communications and social media:

- Support in the management of MEC website and the social media channels
- Assist in drafting content for publication; mostly for MEC digital channels as well as for MEC partners
- Monitor the impact of digital communications using analytics and other reporting tools
- Actively monitor the social media conversation on the education situation in Myanmar through Facebook and Twitter to identify current trends and opportunities to mainstream complementary education through.

Branding and Visibility Guidance

- Support the Communications and Reporting Manager in reviewing and updating branding and visibility guidelines, identifying risk and mitigation measures, and provide guidance to all team members, partners and respective stakeholders
- Prepare the list of programme deliverables that require visibility and branding consideration in consultation with the Communications and Reporting Manager and MEC partners

Support the MEC's wider aims and objectives:

- Assist in developing, and coordinating the preparation of MEC publications such as reports and policy papers
- Participate with the teams in partner visits as necessary for content gathering.

- Support the integration of GEDSI approaches into MEC Communications activity, in co-ordination with MEC teams.

Child Safeguarding Responsibility:

- Assist in ensuring that children who participate in media or communications work are protected from exploitation, increased vulnerability, or any form of harm or indignity.

Person Specifications:

- Bachelor's degree in Communications, Marketing, Journalism or similar field, or experience commensurate with the qualification
- A minimum of 1 year of professional experience in communications, journalism or other similar positions in the field
- Familiarity with social media platforms and other digital tools and a passion for using these tools to drive action and engagement
- Fluency in English and Burmese languages (spoken and written). Knowledge of other languages used in Myanmar desirable, in particular Mon, Karen or Jingpaw.
- Excellent writing, editing, translation (Myanmar/English) and storytelling skills
- Strong IT skills and experience. Design and edit experience with the Adobe Creative Suite is also an asset.
- Excellent inter-personal skills and ability to work as a team member with colleagues of different backgrounds
- Ability to work under pressure to meet tight deadlines
- Commitment to and understanding of Save the Children's aims, values and principles
- Gender awareness and sensitivity, and an ability to integrate a gender perspective into tasks and activities
- Ability and willingness to travel domestically and internationally as assigned

Preferred, but not required:

- Graphic design experience
- Familiar with communication and advocacy within an education context

SCI values are indicated below and we expect all candidates to align with such values.

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving results together with children and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities – giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved
- Creates a managerial environment in-country to lead, enable and maintain our culture of child safeguarding

Ambition:

- Sets ambitious and challenging goals for self and team, takes responsibility for own personal development and encourages team to do the same
- Widely shares personal vision for Save the Children, engages and motivates others
- Future oriented, thinks strategically and on a global scale

Collaboration:

- Builds and maintains effective relationships, with own team, colleagues, members, donors and partners
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency
- Always acts in the best interests of children

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Safeguarding our Staff:

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy.

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

Interested and qualified candidates are requested to send an Application Letter, Curriculum Vitae to:

For External Candidates:

<https://stcuk.taleo.net/careersection/in/jobdetail.ftl?job=220005BV&tz=GMT%2B06%3A30&tzname=Asia%2FRangoon>

For Internal Candidates:

<https://stcuk.taleo.net/careersection/ex/jobdetail.ftl?job=220005BV&tz=GMT%2B06%3A30&tzname=Asia%2FRangoon>

Closing Date : 9 August 2022 (Tuesday)

User Guide for Applicants at SCI:

https://myanmar.savethechildren.net/sites/stcico.myanmar.savethechildren.net/files/taleo_applicants_user_guide.pdf

Candidates are also requested to mention in the applications if there is, blood/marriage relationships with the existing Save the Children employees. No requirement of photo or copy of certificates and only short-listed candidates will be contacted.

Remark: For those who failed to mention or incorrectly mention the apply position title, Programme/Sector name and location in their applications, we will consider those as disqualify and we will not consider for short list.