



## Exciting Job Opportunity: Communication and Reporting Manager at a Leading Education Programme

As a multi-donor funded programme, the education programme partners with selected ethnic and monastic education providers to strengthen their capacity to deliver and sustain good quality learning opportunities for children considered to be hard-to-reach in Myanmar. Applying a 'systems-strengthening' approach, the programme provides funding, coordination, technical assistance and research across different complementary education systems to promote continuous improvement of education services. The programme works with its partners, established education providers, to place an emphasis on developing the quality and inclusivity of education in Myanmar, including improved learning outcomes; and with a broader range of diverse stakeholders to address key barriers for the achievement of equitable education. In line with its current 2021-25 programme strategy, the overall aim for the programme is that hard-to-reach children access education services that meet their learning and well-being needs.

We are currently recruiting a **Communications and Reporting Manager** to design and oversee a coordinated approach to communications and reporting on behalf of the programme. Responsibilities of the post-holder will include leading the development of all aspects of the programme's Communication Strategy, including oversight of the external profile, ensuring the programme is articulating its impact, and designing and delivering tailored support to partners where requested. The post-holder will assume responsibility for ensuring the reporting products are high quality and are compiled and submitted in a timely manner and will be responsible for ensuring the programme utilises all opportunities across the program for branding and visibility as appropriate. This post-holder will line-manage the Communication Officer and ensure all communications team members contribute in the most effective way possible to the programme and partner programming activity. The position will also work closely with the Education, Programme and Partnerships Support and Evidence and Information Management teams, as well as Communications teams to ensure branding, visibility and communications are integrated and interwoven elements of all team plans and activity. In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.

<b>TITLE: Communications and Reporting Manager</b>	
<b>LOCATION:</b> Yangon (with possibility to be based in another part of the country, working from home - TBC)	<b>CONTRACT LENGTH:</b> Fixed Term, one year (renewable)
<b>Number of Position:</b> 1 <b>GRADE:</b> 2	<b>Reports to:</b> SPPL Director <b>Staff reporting to this post:</b> Communications Officer <b>Budget Responsibilities:</b> Yes

## KEY AREAS OF ACCOUNTABILITY:

### Development of Programme Communications

- Manage all communication activities by the education programme.
- Lead the development, implementation, monitoring, and regular review of the Communication Strategy, coordinating and engaging staff, partners and stakeholders.
- Develop, implement and monitor systems for the generation and delivery of content for all information channels.
- Strengthen communication functions, in line with the contextual environment.
- Prepare communication activities around specific themes, including for example those related to language, GEDSI or other thematic areas identified in line with the Programme Strategy.
- Design communication activities for engaging in education or advocacy efforts with partners reporting
- Design and conduct events and webinars on key advocacy issues around inclusive education to increase and strengthen cross-partner engagement, learning and advocacy
- Manage the planning and consolidation of the annual and mid-year reports, ensuring the quality of delivery and presentation is maintained, and final products are submitted in line with agreed timelines.
- Develop and implement systems for case study preparation and human-interest stories documentation as appropriate, including preparation of content for monthly info-hub updates, and weekly donor vignettes
- Prepare the Communications Annual Operating Plan and the respective inputs for the Annual Report.

### Technical Support in Communications

- Support partners to strengthen their communications where requested. Design, implement and manage a programme for strengthening communications systems.
- Engage closely with technical staff and leaders across the partner base to identify communication priorities and appropriate mediums for the delivery of technical support, where requested.
- Provide guidance and technical support to the team members, where required.

### Branding and Visibility Guidance

- Develop branding and visibility guidelines in consultation with partners, senior management and leadership, and Steering Committee members.
- Review and update regularly, identifying risk and mitigation measures, and provide guidance to all team members, partners and respective stakeholders
- Monitor guidelines and ensure all programmatic activity adheres to agreed guidelines.

### Team Engagement and Management

- Supervise the Communication Officer post ensuring he/she has identified responsibilities, targets and support.
- Support the communications and learning specialist in producing policy

- engagement pieces and strategic communications materials
- Manage relationships and provide oversight over of technical consultants (graphic designers, illustrators) for communications products
- Liaise with the Communications Intern to ensure timelines are met and quality products developed, where relevant
- Engage all team members to ensure coordinated efforts across the team(s) to meet the communication needs of the programme.
- Develop and manage budgeting associated with communications and reporting.
- Ensure feedback and inputs from communities, children, partners and staff are integrated into communications activity planning and delivery.

## **QUALIFICATIONS, EXPERIENCE AND SKILLS**

### **Education:**

- Bachelor's degree in communications, education or a related field, or experience commensurate.

### **Professional skills and experience:**

- Experience in team and budget management is a distinct advantage.
- 6 years' experience minimum in the field of international development, community development, education and communications.
- Demonstrated skills, experience, and knowledge in communications in regard to education programming.
- Demonstrated experience in the generation of multi-media content, and management of various digital platforms such as websites and social media.
- Skills and experience in capacity development in communications, including training and providing tailored support to local partners.
- Skills in leading the production of high-quality presentations, in terms of design and illustrations.
- Understanding and experience of education in Myanmar, including MTB-MLE, basic education providers or associated programmes.

### **Management and Work Skills**

- Fluency in written and spoken Myanmar, with strong oral and written communication and presentation skills. The ability to speak one or more ethnic languages is an advantage.
- Very high standard of English, with ability to articulate concepts and ideas related to the education field, make presentations, and deliver quality written reports
- Ability to analyse information, evaluate options and to think and plan strategically.
- Excellent training, facilitation and communication skills
- Strong personal organisational skills, including time/task management and ability to meet deadlines and work under pressure
- Strong people management skills including mentoring and support

### **General Skills**



- Experience and proven ability to create an environment which encourages teamwork and collaboration.
- A willingness to travel frequently domestically, including to remote ethnic areas, as well as occasional international travel as required.
- Interest in and commitment to working alongside others within a dynamic, interdisciplinary team and taking opportunities for learning and professional development.
- Commitment to and understanding of MEC's aims, values and principles.

Don't miss this opportunity to be part of our impactful education programme!

To apply, please send your CV and a cover letter to:

[recruitment@myanmareducationconsortium.org](mailto:recruitment@myanmareducationconsortium.org) using 'Communications and Reporting Manager' in the subject line.

Application deadline: 16 July 2023 (Sunday).

**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 position title in their applications, we will consider those as disqualified and will not be considered for short list