

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 Communications Coordinator position based in Yangon, Head Office. Please see the following detailed information.

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

JOB TITLE: Communications Coordinator	
TEAM/PROGRAMME: Myanmar Education Consortium (MEC)	LOCATION: Yangon, Head Office
Number of Position: 1 Grade: NAT-3	Type of Contract: Open
CHILD SAFEGUARDING: Level 2: <u>either</u> the post holder will have access to personal data about children and/or young people as part of their work; <u>or</u> the post holder will be working in a 'regulated' position (accountant, barrister, solicitor, legal executive); therefore a police check will be required (at 'standard' level in the UK or equivalent in other countries).	
ROLE PURPOSE: Myanmar Education Consortium (MEC) works to improve education for marginalised children in Myanmar - those who are not fully served by the government system - whether due to access, language, poverty or exclusion. MEC supports complementary basic education services through funding to partners to deliver services, and organisational support providing technical assistance to established Education Providers. The program promotes inclusive, evidence-based policy dialogue through networking and knowledge sharing. MEC focuses on strengthening Monastic and Ethnic Education systems and contributing to strong and lively education provision capacity in the country. The Communications Coordinator will play an important role in developing the external profile of MEC; leading on digital communications and social media, bringing specialist knowledge and skills to the implementation and development of the MEC's online profile; and facilitating capacity development and guidance to MEC partners in effectively conveying information to internal and external audiences, as directed by the Head of Policy and Advocacy.	

SCOPE OF ROLE:

Reports to: Head of Policy and Advocacy

Direct Reports: No Direct Reports

Financial Approval: No financial approval

External Representation: Regular contact of basic factual information

Travel: Occasional (up to 5 days every month)

KEY AREAS OF ACCOUNTABILITY:
Develop external communications:

- Under the supervision of the Head of Policy and Advocacy support the development, implementation, monitoring and evaluation of MEC communication strategy that aims to increase MEC's visibility among key national, regional, and global players in education sector and development policy-makers and donors.
- Responsible to support the effective and accountable implementation of MEC communication strategy.
- Create and maintain an ongoing communications journal to provide an overview of all relevant meetings, conferences, partner actions, events, social media and digital communications activity.
- Work with the wider MEC team to maintain brand and message consistency across external advocacy and communications.
- Develop and disseminate communications materials to promote and raise awareness on MEC, including development and regular posting of MEC stories on MEC website and social media.
- Provide technical support in communications to support enhanced visibility of partners, and support advocacy where relevant
- Engage MEC partners in identifying relevant information to be shared with internal and external audiences by preparing and producing key messages and publications that are crucial to their advocacy work.
- Develop and disseminate through social network channels regular reports and news highlighting the work of MEC.
- Support the Head of Policy and Advocacy to respond appropriately to media enquiries.
- Ensure the annual report is presented and published to a high standard

Support digital communications and social media:

- Use a varied array of web skills to keep MEC's website up-to-date, working with all teams to draft and adapt content as appropriate.
- Provide communication and social media supports as well as education updates to the partners
- Manage the MEC's online profile, developing innovative new areas of the website as required and developing improved functionality where possible.
- Train and develop other members of the staff team, and key stakeholders, to use functions of the MEC website, and act as the first line of support for partners seeking assistance in using the website.
- Develop and manage an integrated communications approach using email and relevant social media tools (both mainstream and innovative).

Support the MEC's wider aims and objectives:

- Support production of external communications material as appropriate, in particular for conferences, seminars and related events.
- Work as part of the wider MEC team, attending meetings and events as required.
- Check content for typographical or other errors and lead in the MEC's efforts to ensure the quality of content posted online is accurate and professional.
- Ensure that communication progress is reviewed against the Annual Operating Plan and activities are implemented in alignment with the communication strategy

Child Safeguarding Responsibility:

- Develop specific and contextual country level guidance to ensure that children who participate in media or communications work are protected from exploitation, increased vulnerability, or any form of harm or indignity

BEHAVIOURS (Values in Practice)

Accountability:

- Holds self accountable for making decisions, managing resources efficiently, achieving 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.

Ambition:

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

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- 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; demonstrates highest levels of integrity
- Always acts in the best interests of children

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Bachelor degree in Communication, Marketing, Journalism or similar field
- At least 4 years of experience managing online content and digital strategy for a non-profit, or other relevant experience
- 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 additional Myanmar languages useful.
- Excellent writing, editing, translation (Myanmar/English) and storytelling skills
- Fully conversant with ICT and Microsoft applications and experience using content management software
- Familiarity with Photoshop and other graphic design software
- Excellent inter-personal skills and ability to work as a team member with colleagues of different nationalities /cultural backgrounds
- Ability to work under pressure to meet tight deadlines
- Commitment to and understanding of Save the Children's aims, values and principles
- Ability and willingness to travel domestically and internationally as assigned

Preferred, but not required:

- Experience with HTML/CSS/Java Script
- Video production experience
- Familiar with communication and advocacy strategies within an education context

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 invited to apply an Application Letter and Curriculum Vitae to the link below:

For External Candidates:

<https://stcuk.taleo.net/careersection/ex/jobdetail.ftl?job=2000068T&tz=GMT%2B06%3A30&tznane=Asia%2FRangoon>

For Internal Candidates:

<https://stcuk.taleo.net/careersection/in/jobdetail.ftl?job=2000068T&tz=GMT%2B06%3A30&tznane=Asia%2FRangoon>

Closing Date: 4 November 2020

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.