
VACANCY ANNOUNCEMENT (11/April/198/2018)

ACESM Program Overview

The Advancing Community Empowerment in Southeastern Myanmar (ACESM) project, supported by the US Agency for International Development/Burma, aims to support communities in their empowerment processes by reducing vulnerabilities, promoting community participation in decision making, and strengthening mechanisms for more responsive and accountable local governance. ACESM is a five-year, \$48 million project funded by USAID and implemented by Pact in partnership with Community Partners International, Mercy Corps, and Save the Children. The project will also partner with a range of local and regional organizations to address a variety of community needs and development priorities in the region.

ACESM will work to foster integrated, inclusive, and sustainable service provision to underserved communities in areas of Southeastern Myanmar. Beginning with community-identified needs and solutions, the project takes a systems approach that constructively engages the demand and supply sides of service delivery, focusing on health, education, livelihoods, water/sanitation/hygiene (WASH), and disaster risk management.

Project partners will provide technical support for skills-building and institutional strengthening to nurture relationships and explore cooperation within and between communities, service providers, and decision makers. ACESM promotes a locally driven shift, where possible, from humanitarian assistance toward a strategic approach that can channel community voices and priorities towards improved, integrated service delivery and contribute to conditions for inclusive peace and development.

Pact is an international non-profit, non-religious, non-political and non-governmental organization that is based in Washington D.C, United States. Pact is currently working in 57 countries, implementing more than 100 programs. Pact has been working in Myanmar for nearly two decades, implementing a wide range of development programs which focuses on promoting the lives of the vulnerable community.

Pact in Myanmar is currently seeking a motivated, experienced and dedicated candidate for the position of **Senior Communications Officer**.

Position Title: Senior Communications Officer
Department/ Program: ACESM
Supervisor: Communication and Public Outreach (CPO) Coordinator
Salary: Attractive, with generous staff benefits
Duty Station: Hpa-An Hub Office

Position Summary:

The Senior Communications Officer will assist in implementing the ACESM communications strategy; engaging with local communities; supporting the production, dissemination of key publications and publicity materials; communication with media, partner agencies, and donor as required by management; and provide necessary support related to reporting, communications, and events management.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Support the Communications Coordinator in the implementation of ACESM communications strategy in consultation, and with approval from management team;
- Assist the Communications Coordinator in executing a media strategy, including press, broadcast and publications to raise awareness about the ACESM project updates and Pact/ donor profiles;
- Engage with local communities in the ACESM project area to highlight the project’s approach, solicit their inputs and highlight project key results.
- Train and mentor local staff and communities on participatory storytelling- (where communities will be guided to produce periodically their own mini short V-log videos humanizing the project at the local level).
- Proactively seek out at the community and township level stories which help to humanize the project and package into feature stories and multimedia products.
- Cultivate Pact Myanmar’s social media presence in collaboration with the Communications Coordinator to disseminate timely information on project activities, events, achievements, and success stories from the field, actively engaging local and global audiences and key donors;
- Produce key ACESM publications including quarterly newsletters, brochures, press releases and other publicity materials;
- Ensure the timely dissemination and tracking of communications pieces to key audiences in Myanmar;
- Develop a database of templates, presentations and information materials that can be adapted to create quick publications for fact sheets, donor reporting, and marketing materials as needs arise;
- Coordinate and assist program implementation teams in Hpa-an and other field offices regarding communication issues between Pact and partner agencies;
- In collaboration with the communications team, develop and deliver staff capacity development trainings covering a range of communications topics, as identified by senior program managers;
- Coordinate between admin and program units in organizing conferences/other events as necessary;

- Determine the appropriate language for dissemination of materials, and coordinate and/or assist with the translation of English documents into Myanmar language and vice versa as needed;
- Carry out other general communications tasks that may arise in the management team and program implementation teams;
- Undertake any other duties assigned by supervisor.

Core Values:

Pact employees embrace the following core values as representatives of the institution:

- All people have a right to participate in decisions affecting their lives;
- Gender equity is mandatory for social transformation;
- Resources are allocated in a transparent manner, guided by accountability to our clients and Pact's role as steward of resources intended for the poor;
- Diversity in background, gender and age strengthen our capacity to be wise managers of public and private funds;
- Teamwork and collaboration shape our day-to-day working relationships;
- Innovation and risk taking to achieve impact and broad scalable results drive strategic priorities;
- Gathering and sharing information are primary roles for all employees;
- Staff growth and advancement are a priority, including training and professional skills; building to increase knowledge and competence and to stay abreast of new developments, especially in technology;
- A healthy balance between work and life outside of work must be maintained for work satisfaction and fulfillment.

QUALIFICATIONS:

- Bachelor degree (preferably in a related field) is required. Post-graduate degree(s) is a plus.
- Minimum 4 years' experience working in the field of humanitarian and development community (preferably in communications), or in media industry;
- Must be proficient in both English and Burmese, with excellent writing skills both in English and Burmese (Skills will be assessed.);
- Proficiency in an ethnic language both spoken and written such as Karen (Sgaw/Pwo) or Mon are highly desirable.
- Ability to demonstrate knowledge of a broad range of communications skills including print and broadcast media, social media, events, etc.
- Practical experience of storytelling through producing compelling photography, video and feature stories to document communities lives and impacts of local context and project.
- Ability and willingness to train and mentor local staff and communities in video production participatory storytelling.
- Highly honed conflict sensitivity awareness and diplomacy with previous work experience working with ethnic groups highly desired.
- In-depth-knowledge of Myanmar current affairs and local ethnic issues/influencers to help shape the communication strategy's messaging/materials for different audiences.
- Demonstrable experience of working with a wide range of media, preparing press releases, and editing and producing publications etc., and proven experience with social media platforms such as Facebook, Google Plus and YouTube;
- Ability to work to tight deadlines on multiple high priority deliverables.
- Strong organizational skills with excellent attention to detail;
- Excellent MS Office Skills; (Skills will be assessed.)
- Working knowledge of Adobe Creative Suite (Indesign, Premier, Lightroom) and Final Cut Pro.
- Experience with helping to coordinate with local communities and facilitate events and local level trainings at the community level

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- Flexible character and ability to mix easily with different stakeholders and levels of society such as community, partners, authorities and donors
 - Excellent interpersonal skills with confidence to represent Pact externally as and when necessary.

Interested candidates are invited submit an application letter and curriculum vitae (CV), a recent passport size photograph, contact details and **two referees** addressed to the following contact by **25th April 2018 (Wednesday) 5:00 PM.**

Human Resources Officer

Pact in Myanmar

Myo Pat Street, (1) Ward, Hpa-An Township.

Email: acesmmyanmarhr@pactworld.org

Tel: 09977255103

Note:

- 1) Earlier application is encouraged to every interested person. After receiving the potential application, position may be filled up prior to closing date.
- 2) Application via email: Please do not enclose copy (ies) of other relevant supporting documents (such as educational certificate and testimonials) if the application submitted via email.
- 3) Only short listed candidates will be notified