



Career Opportunity: Communications and Media Coordinator

The post is to be based in Yangon and opened to Myanmar National and Advertised nationwide.

Oxfam is a leading International NGO with a worldwide reputation for excellence and over 70 years of experience. It's not unfortunate that people live in poverty. With enough wealth in this world to go around it's unjustifiable. It's not just their problem. It's ours too. Our humanitarian, development and campaigning projects change lives around the world, and with the right support, we can beat poverty and injustice. Thousands of people already commit their time and talents to our campaigning, humanitarian and long-term development projects. Now we're looking for yours.

The role:	To ensure the Oxfam in Myanmar programme and its impact is effectively communicated to Oxfam's internal and external stakeholders.
Level:	National, C2
Employment term:	Open - Ended
Report to:	Director of Advocacy and Communications
What we offer:	Respectful and empowered working environment, Life insurance, Medical+ dental + optical benefits, Competitive salary and Career advancement opportunities, Generous leave entitlement

KEY RESPONSIBILITIES:

- Develop and manage communications and media strategies and activities, with support from the Director of Advocacy and Communications, according to Oxfam's procedures to support and promote Oxfam's reputation and impact.
- Implement the internal and external media and communication plans for the country programme while ensuring that communications are sensitive and fair to women and men.
- Work with Monitoring, Evaluation and Learning leads to ensure stories for change are gathered and disseminated to communicate impact and learning related to Oxfam's programmes
- Maintain an overview of programme and project documentation to support communications and advocacy activities. Work with the Advocacy and Communications Director to produce corporate materials on the Oxfam in Myanmar programme and ensure these materials are communicated through appropriate channels.
- Provide support and advice to programme staff and partners on communication methods, materials and channels.
- Work closely with the Advocacy and Communications Director to produce reactive and planned press products (press releases, statements, briefings) in both Myanmar and English.
- Provide support for public events, including report launches and press briefings. Organise communications-related engagement, visits and tours for staff, partners, media and others.
- Develop and maintain relationships with key external communications and media stakeholders.
- Act as Oxfam's country programme 'brand champion' by coordinating, providing advice and overseeing the correct use of the Oxfam brand by staff and partners.
- Act as Oxfam's country programme 'social media champion' by coordinating, providing advice and overseeing Oxfam in Myanmar's social media presence.
- Develop and maintain key communications and media related policies and procedures. As required, design and conduct communications-related training support / workshops for Oxfam staff and partners across the country and devise appropriate follow up.
- Act as the first point of contact for global information and communications enquiries and advice, including in the event of an emergency or disaster

- Ensure that evidence of the impact of Oxfam programmes on affected communities is collected and communicated to target audiences (donors, government, media, public) in a timely manner during an emergency or disaster.
- Draw up budgets for all projects and activities and manage spending within budgets, while ensuring that proper administration and logistics procedures are followed in the procurement of goods and services.
- Manage Oxfam staff, volunteers and consultants/service providers effectively; using corporate systems and ensuring competencies are equal to the programme's demands.

SKILLS AND COMPETENCE:

- A University degree, preferably in communications or a related discipline.
- Demonstrated skills and experience in communications and/or the media.
- Strong written and verbal communications skills, including in English.
- Knowledge and understanding of relevant communications and media environment.
- Proven ability to work independently whilst knowing when to refer for advice.
- Keeps up to date with internal or external activities which may influence role.
- Willing and able to adapt priorities in order to respond to changing demands.
- Anticipates outcomes of activities and uses initiative to keep these activities on course.
- Actively promotes high standards and continuous improvement.
- Experience of working in highly complex political environments. Direct experience of Myanmar is desirable.
- Demonstrated commitment to Oxfam's values and rights-based approach, including commitment and sensitivity to gender issues.
- Experience of working in insecure environments and of implementing security policies.

Achieving Results

- Plans activities in advance, establishes clear priorities and regularly reviews them.
- Works to ensure that targets are met, reviews and amends resource allocation in respect of targets and seeks better ways of doing things.
- Demonstrates perseverance and determination in achieving results.
- Willingness to take initiative, make decisions based on sound analysis and ensures these decisions are communicated to relevant parties.

Thinking and understanding:

- Takes an integrated approach when planning own work, is aware of the implications of own decisions on others and aligns thinking to organisational values.
- Analyses issues from multiple perspectives and gives consideration to future impacts.
- Encourage staff and partners to learn from one another and facilitates knowledge sharing across the organisation.
- Gathers information from multiple sources and is able to identify critical information.

Self-Management:

- Able to function in high pressure situations while maintaining emotional control.
- Shows insight, seeks feedback from multiple parties and is willing to adapt behaviour where necessary.
- Relates well to all kinds of people, acknowledges the contributions people make and demonstrates integrity in dealing with others.
- Able to respond to changes in work schedules and patterns when necessary with sufficient flexibility and resilience

Leading Others:

- Inspires and encourages others to meet their targets and demonstrates enthusiasm for their work.
- Helps others to do their job better and progress personal learning, and provides coaching, feedback, and ensures training and expert support are available.
- Able to delegate and offers coaching and support to ensure success with the task.
- Monitors progress of work, gives clear directions and uses a range of leadership styles as appropriate.
- Role models and encourages others to seek and act upon opportunities for different or innovative approaches to addressing problems and opportunities.

Working effectively with others:

- Participates in organisational initiatives and is willing to place personal targets second in favour of other organisational priorities
- Is aware of issues that may affect the work of others, draws others attention to these issues and provides/seeks guidance and coaching as needed.
- Takes time to listen to others and asks questions to ensure understanding, brings disagreement into the open for discussion, and acts as a facilitator/coach during discussions and moderates own views/perspectives for the good of the group.
- Aware of what information needs to be given to whom and is able to communicate messages in an appropriate way.
- Identifies critical people in any decision process, has developed a range of different approaches and selects the appropriate style for the situation.

Closing date: 4 January 2019, 5:00 PM

How to apply: Please state applied position in email subject line and send CV and cover letter to Human Resources Department through myanmarhr@oxfam.org.uk

(OR)

Oxfam office, No. 34, Corner of Aung Taw Mu Street and Golden Hill Avenue Street, Golden Valley Ward 2, Bahan Township, Yangon, Myanmar.
Phone: +95 (0)1 539986, 539987, 539958, 539189 and 504918

We regret that only short-listed applicants will be contacted.

Please note: Oxfam will never ask for any payment at any stage of recruitment.
https://www.oxfam.org.uk/what-we-do/about-us/working-at-oxfam-gb?cid=rdt_jobs

Oxfam is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. We will do everything possible to ensure that only those that are suitable to work within our values are recruited to work for us. This post is subject to a range of screening checks.

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