



## Career Opportunity: Writer/Editor (Programmes)

**The post is to be based in Yangon and opened to International Applicants and Advertised worldwide.**

**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:** Oxfam seeks to recruit a programme writer/editor whose knowledge of project design, the project cycle, reporting and talent for writing can support the Oxfam Myanmar office in coordinating, writing and editing the design of high quality projects, proposals and donor reports. He/She will report to the programme quality manager and act as key point of contact for coordinating project design processes, developing proposals and supporting project managers in donor reporting.

He/She will take the lead in coordinating Oxfam programmes team members, technical specialists and partners to develop evidence based project designs, and write compelling proposals for submission to international institutional donors. The position will bring to the project design process a thorough understanding of project development and competitive bid writing for large institutional donors. The programme writer/editor will either coordinate or support project managers in the reporting process including coordinating content, writing, editing, ensuring it is empowering for partners, adequately reflects the projects progress and that a well written and high quality report is produced.

**Level:** C2, International

**Employment term:** Fixed-term (31 October 2019)

**Report to:** Programme Quality Manager

**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:

- Write or edit several types of reports to a variety of institutional donors, including but not limited to: quarterly, semi-annual, annual, and final reports.
- Coordinate the collection of - compile, edit and format report content
- Take the lead in facilitating report writing and project design workshops, with staff and partners
- Ensure that reports are supplemented by photographs, graphics and info-graphics or other visual material which will increase its interest and accessibility.
- Develop, in consultation with the funding team and programme quality manager, a detailed design plan and timeline for each funding opportunity.
- Coordinate a project design team including relevant project managers, technical advisers and partner teams to support the development of high quality and successful concepts, proposals and designs that meet donor requirements whilst aligning with Oxfam in Myanmar's strengths and priorities
- Review secondary literature on the relevant project needs and context synthesising and developing accurate analysis to support design processes and for proposals

- Write a project's design into a high quality and compelling proposal within the allocated time
- Manage multiple design and/or reporting processes simultaneously
- Strengthen Oxfam in Myanmar's capacity in project design and reporting quality and process
- Contribute to general project specific or Oxfam in Myanmar's communications products.

#### SKILLS AND COMPETENCE:

- Education to at least degree level in social sciences, communications, international development, journalism, peace and conflict or other relevant field.
- At least 2 years' experience in a related field including project officer, grant writing, communications, journalism, etc.
- Superior writing and copy-editing skills; demonstrated experience with formatting and design.
- Experience writing for and understanding of, institutional donors
- Demonstrated experience in research, data and information gathering and analysis
- Demonstrated experienced in program design and understanding of project logic for development and humanitarian programs
- Excellent facilitation skills
- Experience working with a variety of stakeholders with strong relationship management and partnering skills
- Ability to work independently and coordinate with team members located in various locations.
- Fluent English speaker and writer
- Ability to work in Myanmar

Highly desirable

- Experience living and working in Myanmar, and an understanding of stakeholders and context

**Closing date:** 22 October 2018, 5:00 PM

**How to apply:** To submit your application online please visit our website [www.oxfam.org.uk/jobs](http://www.oxfam.org.uk/jobs) using the job reference number **INT4928**.

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

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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