Vacancy announcement for **Communications and Culture Officer** with the Royal Norwegian Embassy, Yangon.

**Tasks and responsibilities:**

- Maintain the Embassy’s social media platforms and webpage with regular postings, as well as responses to messages and comments in a timely manner
- Analyse and interpret the political, cultural and economic environment and audience expectations, including reporting on website analytics to inform digital strategies online
- Provide technical expertise in publishing, digital products, video editing, visual communications and live event management
- Build relationships in Myanmar to promote freedom of expression, cultural exchange, Norway and Norwegian culture
- Knowledge management through archiving, identification and dissemination of knowledge products and maintenance of digital communities of practice (Microsoft Teams)
- Create an integrated communications and knowledge management plan
- Represent the Norwegian Embassy in some external meetings and events
- Responsibilities may change based on the Embassy's needs

**Qualifications and abilities:**

- Relevant university degree in communication, journalism, digital media, culture, social sciences or related fields
- Experience from relevant fields such as communication, journalism and culture, including social media
- Documented ability to work independently and identify and produce relevant material
- Very good communication skills both written and spoken in English and Myanmar languages
- Ability to represent the Norwegian Embassy in a professional way
- Flexible and pro-active team player

**We offer:**

- A position in an inclusive and social workplace
- Competitive salary and leave entitlement
- Medical coverage for the employee and her/his immediate family

**Application procedure:** Application with cover letter, CV, two references and a sample report to document skills, background and ability - to be submitted to hr.yangon@mfa.no .

**Subject:** Vacancy Communications and Culture Officer. Closing date for application is **March 22, 2024**. Only short-listed candidates will be contacted for an interview. No documents will be returned to the applicant.