

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 **Programme Information 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

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|---|--------------------------------------|
| TITLE: Programme Information Coordinator | |
| TEAM/PROGRAMME: Programme Information Unit | LOCATION: Yangon, Head Office |
| Number of Position: 1 GRADE: NAT 3 | CONTRACT LENGTH: Fixed Term |
| CHILD SAFEGUARDING | |
| <p>Level 3: the post holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) <i>or</i> intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the vetting process staff.</p> | |
| ROLE PURPOSE | |
| <p>The role of the Programme Information Coordinator is to support the development, coordination and the implementation of Save the Children’s strategic communications strategy in Myanmar. This role works with programme and Programme Information Unit to deliver our visibility, public engagement and influence work to achieve outcomes for children across all thematic areas.</p> <p>The post holder will lead on the development and implementation of Save the Children’s digital strategy as well as managing our digital channels, leading on campaigns communications, content production for programmes. The post-holder will be in charge of the development of written, multimedia and digital assets that will positive represent the work of Save the Children both externally and internally.</p> | |
| SCOPE OF ROLE: | |
| <p>Reports to: <i>Programme Information Manager</i> Staff reporting to this post: None Role Dimensions:</p> <ul style="list-style-type: none"> • <i>Regular contact with Programme Team in the event of social media planning and stories development</i> | |

Travel: Frequent (up to 10 days every month)

KEY AREAS OF ACCOUNTABILITY

Digital Communications

- Lead on developing the digital strategy for SCI's social media platforms and website
- Develop a clear content plan for our digital channels and work with the team to ensure that content is collected and produced.
- Manage Save the Children Myanmar's external communications platforms including Website, Facebook and Instagram, and also be responsible for social media content development
- Ensure all digital platforms are updated on a regular basis. Maintain targets for content and ensure that we are conducting regular reviews of content through analytics, to measure performance and improve content.
- Develop engaging materials for our digital channels that deliver to our strategy
- Provide regular programme updates and stories for social media channels
- Coordinate and support in production of multimedia outputs
- Stay updated with the latest digital communications trends and tools and apply them to work

Campaign Communications

- Support Campaigns Lead to produce compelling content to support campaign activities across Save the Children's development programs
- Work with the Campaigns Lead to develop and deliver high quality campaign communications strategies
- Lead in the development of communications with communities, and behavioural change communications strategies for programme teams that have requested it

Content Planning

- Produce accurate, clear and consistent information and communications outputs that highlight the development situation in Myanmar, including case studies, feature stories and digital posts
- Lead on of photography/film commissions either through delivering them directly or ensuring they are managed appropriately on the ground and that assets are shared quickly and also stored within a programme
- Support the production of information and education materials for programme teams that have requested it
- Translation of communications products, both internal and external communications

Capacity Building

- Develop and deliver regular training of field and HQ staff on visual storytelling and case study creation, Photography and Child Safeguarding in Media and Communications.

Brand Management

- Ensure all materials are printed and designed according to Save the Children's brand guidelines
- Be a brand ambassador, promoting the values, behaviour and aesthetics of the brand

Support for the wider communications strategies

- Support the other team member's tasks when it's necessary
- Work on ad hoc request by Programme Information Manager



Child Safeguarding Responsibilities

- 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
- Be a champion for child safeguarding in media and communications across the organisation

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

- Bachelor Degree in communications, arts, fine arts, or any related field.

EXPERIENCE AND SKILLS

- At least 4 years' experience in advertising, communications, media management, event management, marketing, public relations, or any related field.

Communication and Technical Skills

- Experience developing and delivering digital communications strategies
- Experience managing corporate social media accounts
- Experience of designing and delivering campaign communication strategies
- Experience of working with external communications agencies
- Excellent English and Myanmar writing skills, with experience writing case studies for development and taking evidence proof photos and video
- Good eye for page layouts and graphic design
- Good understanding of using Adobe tools
- Good understanding of the key components in brand management
- Excellent personal organisational skills, including time management, and ability to meet deadlines and work under pressure
- Willingness to travel to field offices and work in difficult environment according to travel requirements

General:

- Ability to work collaboratively with colleagues across the organisation developing effective working relationships to deliver outstanding results for children
- Commitment to and understanding of Save the Children's aims, values and principles.
- Willingness and capability to comply with all relevant Save the Children policies and procedures with respect to health and safety, security, equal opportunities and other relevant policies, including the Child Safeguarding Policy

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.

All staff has an obligation and a responsibility to:

- Ensure they fully understand the provisions of the Child Safeguarding Policy, the Code of Conduct and Local/Country Procedures.
- Conduct themselves in accordance with the rules of the Child Safeguarding Policy, in their personal and professional lives – which includes reporting suspicions of child abuse.
- Ensure the way they are carrying out their work is not putting children at risk (or further risk) – this means constantly scrutinizing their work through a child safeguarding lens and talking to children about possible design/implementation “flaws”.
- Promote the message of child safeguarding to colleagues in other organizations and government ministries, children in their own and beneficiary families, and community members in general.
- Be vigilant about observing possible child abuse/harm in their personal and professional lives.

All managers have the above responsibilities as well as ensuring

- Their staff are doing the above.
- That child safeguarding is integrated and given a “voice” in all management processes including recruitment, induction, performance management, team meetings, annual planning processes, field level monitoring, etc.

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.

I Interested and qualified candidates are invited to apply an Application Letter and Curriculum Vitae to the link below:

[Click here To Apply](#)

Closing Date : 25 Apr 2024 (Thursday)
No more later than 5:30 PM

User Guide for Applicants at SCI >> [Click here](#)

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