



UNOCHA MYANMAR - VACANCY ANNOUNCEMENT

The United Nations Office for the Coordination of Humanitarian Affairs (UNOCHA) is seeking the applications from dynamic and highly motivated Myanmar nationals for the following vacancy. Detailed terms of reference for vacancy are attached.

Vacancy No: UNOCHA/YANGON/2024/003
Job Code Title: Senior National Humanitarian Reports and Communications Officer
Contract Type: Fixed-Term Appointment (FTA)
Position Number: 1 Position
Grade: NOB
Duration: One year with possibility of extension
Position Start Date: As soon as possible
Duty Station: Yangon

Requirement:

Education:	An advanced university degree (master’s degree or equivalent) in Communication, International Studies, Public Relations, Social Science and other related fields (OR) A first-level university degree in combination with two years of additional years of qualifying experience may be accepted in lieu of the advanced university degree
Experience:	<ul style="list-style-type: none">▪ A minimum of two years of progressively responsible experience at the national level, in public information, communication, report writing international relations, public administration or related field is required for advance university degree holder and four years of experience for first-level university degree holder.▪ Humanitarian experience in the field (actual setting where a mission and/or project is being implemented) in emergency situations (complex emergency or natural disaster) is required.▪ Proven experience in writing quality reports in English and Myanmar is required.▪ Experience in handling of web-based content management systems is required.▪ Experience with Public Information activities in humanitarian crises, including in protection-driven emergencies is an asset.
Language Requirements:	Fluency in the English and Myanmar language

REMARK: Application without a complete and signed P-11 form will not be considered.

Applications should be addressed to:
Admin and HR Unit, UNOCHA Myanmar
No (5), Kanbawza Street, Shwe Taung Kyar (2) Ward, Bahan

United Nations

BUREAU DE LA COORDINATION
DES AFFAIRES HUMANITAIRES



Nations Unies

OFFICE FOR THE COORDINATION
OF HUMANITARIAN AFFAIRES

Township, Yangon, Myanmar (In front of Pearl Condo) Email:

ocha.myanmarjob@un.org

Only those candidates in whose qualifications and experience the Organization has further interest will be contacted for subsequent interview(s). Interviews will be competency based.

The incumbent must be a Myanmar citizen. People living with HIV/AIDS are encouraged to apply.

Qualified women are encouraged to apply. Applicants are also requested to mention in the applications if they are related through marriage or by blood to any of the employees currently serving with any of the UN agencies in Myanmar.

OCHA is an equal opportunities employer, that strongly encourages applications from all groups, including women, persons with disabilities, LGBTI people and minority groups. OCHA, as part of the UN Secretariat and IASC, has a Code of Conduct for all staff members that strictly prohibits sexual exploitation and abuse. Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or the age of consent locally. The exchange of money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour, is prohibited. UN staff members are obliged to create and maintain an environment that prevents sexual exploitation and sexual abuse. Any form of discrimination or harassment, including sexual or gender harassment, as well as abuse in any form at the workplace or in connection with work, is prohibited. The UN also had in place strong rules and regulations to prevent fraud, corruption and other activities that could pose a conflict of interest for individual staff members in their role as international civil servants working for the UN.

UNOCHA is an equal opportunity employer. UNOCHA regrets its inability to reply individually or attend to telephone queries on the advertised posts.

Closing Date: 22 May 2024

I. Position Information	
Post Title:	Senior National Humanitarian Reports and Communications Officer
Grade:	NOB
Supervisor:	Public Information and Advocacy Officer
Duty Station:	Yangon, Myanmar
II. Organizational Context	
<p>Under the guidance and direct supervision of the Public Information and Advocacy Officer, the Senior Humanitarian Reports and Communications Officer (SHRCO) supports the formulation and implementation of reporting and communications initiatives to increase the understanding of humanitarian activities and needs in Myanmar. The SHRCO promotes a client-oriented approach in his/her work.</p> <p>The HRCO works in close collaboration with Programme and Operations teams in the country office, staff of other UN Agencies, staff and Regional Communications Advisors in the Regional Office (ROAP Bangkok), media, multilateral and bilateral donors and civil society.</p>	
III. Key Functions / Results expected.	
Summary of Key Functions:	
<ul style="list-style-type: none"> • Monitor and consolidate information on the humanitarian situation and draft regular updates/reports; • Support the formulation and implementation of internal and external communications strategies. • Facilitation of knowledge building and knowledge sharing. 	
<p>1. Monitor and consolidate information on the humanitarian situation and drafts regular internal and external updates and reports, focusing on the achievement of the following results:</p> <ul style="list-style-type: none"> • Monitor the humanitarian situation in the country and gather and consolidate humanitarian information from different stakeholders. • Draft regular reports/humanitarian updates on Myanmar as requires for internal and external use; • Support drafting of updates for senior management; • Participate in relevant meetings and workshops and ensure consolidation of information, data and analyses are provided; • Translate documents or articles and data collected which are of relevance to the work of OCHA as needed. 	
<p>2. Monitor public information related to OCHA and the humanitarian situation in Myanmar and support communications initiatives to highlight OCHA’s work, focusing on achievement of the following results:</p> <ul style="list-style-type: none"> • Monitor and analyze current events, trends, public opinion and press pertaining to humanitarian issues and advise management on appropriate action/responses and approaches for media relations. • Prepare information and visuals (i.e. photos and videos) for use in OCHA products. • Monitor and manage the Country Office’s main social media channels, especially Facebook and X. Generate social media analysis on OCHA Myanmar accounts bi-annually and on specific content or in relation to social media campaigns undertaken by the Country Office. • Draft social media content and updates for approval by the Public Information Officer and promote the content on various channels. • Support the preparation of outreach activities/events and dissemination of public products in general and as part of advocacy and communication campaigns. • Support the coordination of the Humanitarian Advocacy and Communications Group (HACG) and represent OCHA at the UN Communications Group (UNCG) when required. • Translate documents or articles and data collected which are of relevance to the work of OCHA as needed; 	

- Perform other duties as requested by the Supervisor and/or Deputy Head of Office.

3. Ensures facilitation of knowledge building and management focusing on achievement of the following results:

- Support in training and workshops on communications as appropriate, including building the capacity of OCHA field staff in photography, videography and story-telling skills.
- Supports the Country Office and PIO in ensuring that external communications support global priorities and campaigns, and adhere to OCHA global standards/guidance/best practice.

iv. Impact of Results

1. OCHA strengthens its effective communication and dissemination of information on key humanitarian issues in Myanmar.
2. OCHA provides clear, useful information that enhances understanding of humanitarian issues and concerns in Myanmar.
3. High quality analysis and information is available to facilitate decision making by management and humanitarian community.
4. OCHA is supported through its wide range of activities by a dynamic staff member bringing local knowledge, networks and in-depth analysis to OCHA's activities.

V. Competencies

Core Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards
- Advocates and promotes the vision, mission, and strategic goals of UNOCHA
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism

Functional Competencies:

- Promotes knowledge sharing and a learning culture in the office;
- Ability to research best practices and propose new, effective ways of doing things;
- Ability to develop and maintain effective working relationships with other sections and colleagues within the organization;
- Ability to develop and maintain effective working relationships with national authorities and other organizations;
- Focuses on impact and results, and responds positively to constructive feedback;
- Consistently approaches work with energy and a positive attitude;
- Remains calm, in control and good humored even under pressure;
- Demonstrates openness to change and ability to manage complexities.
- Actively works towards continuing personal learning and development and applies newly acquired skills.

Other Skills:

- Familiarity and good knowledge of humanitarian, social, political and economic conditions in the country;
- Proven abilities in data collection, compilation, drafting, analysis and reporting;
- Proven abilities to work on social media platforms
- Strong ability to write and communicate orally in a clear and concise manner and effective oral communication;
- Experience in conducting, participating in and reporting on meetings;
- Computer literacy; - Strong translation skills

PROFESSIONALISM:

- ❑ Knowledge of public information management tools and processes, and knowledge of media landscape around humanitarian issues in protracted emergencies.
- ❑ Knowledge and management of social media.
Ability to provide analysis on humanitarian and political issues and anticipate risks/impact on operation. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.
- ❑ Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.



COMMUNICATION:

Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication, tailors' language, tone, style and format to match audience: demonstrates openness in sharing information and keeping people informed.

PLANNING AND ORGANIZING:

- ❑ Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

VI. Recruitment Qualifications	
Education	An advanced university degree (master's degree or equivalent) Communication, International Studies, Public Relations, Social Science and other related fields. OR A first-level university degree in combination with two years additional years of qualifying experience may be accepted in lieu of the advanced university degree
Experience	<ul style="list-style-type: none"> <input type="checkbox"/> A minimum of two years of progressively responsible experience at the national level, in public information, communication, report writing international relations, public administration or related field is required for advance university degree holder and four years of experience for first-level university degree holder. <input type="checkbox"/> Humanitarian experience in the field (actual setting where a mission and/or project is being implemented) in emergency situations (complex emergency or natural disaster) is required. <input type="checkbox"/> Proven experience in writing quality reports in English and Myanmar is required. <input type="checkbox"/> Experience in handling of web-based content management systems is required. <input type="checkbox"/> Experience with Public Information activities in humanitarian crises, including in protection-driven emergencies is an asset.
Language	Fluency in the English and Myanmar language

VII. Signatures- Post Description Certification			
Incumbent (<i>if applicable</i>)			
Name	Signature	Date	
Supervisor	Christina Powell, PIO	Signature 	Date: 7 May 2024
Head of Office	Sajjad Mohammad Sajid		
Name / Title	Head of office	Signature 	Date 7 May 2024