



## JOB VACANCY

SOLIDARITES INTERNATIONAL launches the **external recruitment** of a

BASE	Yangon
POSITION	Reporting and Communication Manager

### PRESENTATION OF THE ORGANIZATION

**SOLIDARITES INTERNATIONAL (SI)** is an international humanitarian NGO which, for more than 40 years, has been providing assistance to populations affected by armed conflicts and natural disasters by meeting their vital needs for food, water and shelter. Particularly involved in the fight against diseases linked to unsafe water, the first cause of death in the world, SI's interventions provide expertise in the field of access to drinking water, sanitation and hygiene promotion, but also in the essential area of food security and livelihoods. Present in around twenty countries, SI's teams - 2000 people in total made up of expatriates, national staff, permanent staff at headquarters, and a few volunteers - work with professionalism and commitment while respecting cultures.

Solidarités International (SI) is determined to prevent and fight all type of abuse - all act of exploitation, abuse and/or sexual harassment (SEAH) against members of beneficiary communities or collaborators, fraud, corruption, violation of persons and/or property, funding of activities harmful to human rights - that could be perpetrated in the frame of its interventions. SI implements a zero-tolerance policy regarding acts of SEAH.

Solidarités International is an equitable employer committed to find all forms of discrimination. SI will never ask for any remuneration to take part in a recruitment process.

### **ABOUT MYANMAR MISSION**

Solidarités International (SI) is operating in Myanmar since May 2008. SI's current programs in Myanmar include:

- Provision of life-saving and humanitarian assistance to families affected by violence in Rakhine State. This program is currently implemented in IDP camps, host and surroundings communities in Sittwe, and Pauktaw Townships.
- Emergency response to conflict-affected populations in Kachin State through improved access to water, sanitation and hygiene as well as food security and livelihood activities.

**Position:** Reporting and Communication Manager

Desired Start date: 1<sup>st</sup> October 2025  
 Contract duration: 6 months with possibility of extension  
 Probation Period: 3 months  
 Location: Yangon

### MISSION / OBJECTIVES

Under the supervision of the Grants and Partnerships Coordinator and with the support of the Grants and Partnerships Manager, the Reporting and Communication Manager's primary role is to produce and synthesize high quality donor reports in close collaboration with the mission's field and coordination teams. The Reporting and Communication Manager will also support the mission in ensuring compliance with donor regulations and will provide trainings related to its area of expertise to SI teams and implementing partners. In a very sensitive environment regarding external communication and under the responsibility of the Country Director, the Reporting and Communication Manager will support the production of communication material for an internal and/or

external audience. Overall, the Reporting and Communication Manager works in close and continuous collaboration with the Grants and Partnerships Manager and is expected to demonstrate flexibility and adaptability, responding to the evolving needs of the mission by supporting a wide range of tasks across grants, reporting, communication, and partnership functions.

#### DESCRIPTION OF THE POSITION

Under the direction and supervision of the Grants and Partnerships Coordinator, the main tasks to be implemented are:

#### **REPORTING**

The Reporting and Communication Manager is responsible for ensuring high-quality, timely, and donor-compliant reporting in English. Specifically, he/she:

- Leads the initial framing of monthly, interim, and final donor reports.
- Oversee the review of partners' reports and provide quality feedback to support continuous improvement.
- Oversee the compilation, review, and proofreading of reports and annexes, ensuring clarity, consistency, and compliance with both donor and SI standards.
- Ensures timely submission of draft consolidated reports to HQ, allowing for HQ Desk review and feedback.
- Coordinates the integration of Desk feedback into revised drafts in collaboration with coordination and field teams.
- Share the final version of donor-submitted reports (by the GPM or GPC) with the HQ Desk and ensure proper dissemination and filing at the mission level.
- Trains field teams (SI staff and/or implementing partners) on donor reporting standards and requirements.
- Ad hoc support to proposal development

#### **INTERNAL AND EXTERNAL COMPLIANCE**

- The Reporting and Communication Manager ensures compliance with internal and donor-specific guidelines. Specifically, he/she:
- Participate in training and information sessions on donor compliance and grants management and disseminate the key attention points.
- Maintains and regularly updates the mission's Reporting Follow-Up tool, sharing deadlines with coordination, field teams, and HQ Desk.
- Ensures continuous and organized digital archiving of project documents at mission level.
- Ensures dissemination of contractual documents (proposal package, final targets and budget, final versions of reports etc) within the mission.
- Ensures the Donor Follow-Up tool is up to date and disseminated across relevant teams, in coordination with the Grants and Partnerships Manager.
- Monitors adherence to donor visibility and communication requirements.
- Contribute to capacity-building on reporting and donor compliance through remote and in-person trainings, workshops and/or guidance calls to SI staff and implementing partners in both English and Myanmar language.
- Supports the Grants and Partnerships Manager in daily follow up and management of grants, including contract management, organization of projects' kick off, review and closing meetings, update of tools, etc.

#### **INTERNAL COMMUNICATION**

- Ensure smooth communication of information between Coordination and base teams.
- Supports the Country Director in various internal communications, such as minutes of meetings.

#### **EXTERNAL COMMUNICATION**

- The Reporting and Communication Manager contributes to the mission's communication strategy. Specifically, he/she:
- Leads the development of communication strategies and materials tailored to donors and external stakeholders, in close collaboration with the HQ Communications Department and under the guidance of the Country Director
- Coordinates with the Country Director and HQ teams to ensure the website and other communication channels are regularly updated (all external content must be validated by the Country Director and Desk Manager prior to dissemination).
- Evaluates, with input from the field and program coordination teams, opportunities to gather and share field testimonies.

- Ensures field teams submit regularly photos and videos of project activities as well as quality success stories.

#### ORG CHART POSITION (reporting and functional relationships)

Line manager: Grants and Partnership Coordinator

Functional report(s): Grants and Partnership Manager

#### PROFILE

##### **Studies:**

- Master's degree in Humanitarian Action, human rights, social science (geography, sociology, anthropology, history) or Political Science is more preferable.

##### **Experience:**

- At least 5 years of experiences in the humanitarian field, preferably in emergency sector in INGOs
- 3 to 4 years of working experiences with similar position or related fields

##### **Technical Skills:**

- Understanding of humanitarian donor regulations and guidelines (ECHO, BHA, UN agencies, French donors, etc.)
- Software knowledge (basic skills in graphic design, proficiency in Microsoft Office Suite)
- Reporting skills: report formatting, data analysis and visualisation, compliance with donor requirements
- Very good command of English and Burmese language

##### **Transversal Skills:**

- Excellent writing, proof-reading, and communication skills
- Organisational skills
- Interpersonal and communication skills

##### **Language:**

- Fluency in English and Myanmar
- Rakhine, Kachin, Kayin or Chin (assets)

##### **IT:**

- Full professional proficiency in Excel, Word, PowerPoint, Outlook and Teams

#### SI WILL OFFER YOU

**Salary:** 1260 USD

**Social benefits:** SI Medical coverage, 12 days of Annual leaves, 5 days of Seniority leaves, Public Holidays per year, yearly ended bonus.

Thank to send your application with a resume, cover letter, copy of diplomas, and work certificate, to SOLIDARITES INTERNATIONAL office at No. 69 (A), Kanbawza Street, Golden Valley, Bahan Township, Yangon, Myanmar.  
or by email to [mya.recruitment@solidarites-myanmar.org](mailto:mya.recruitment@solidarites-myanmar.org)

**Deadline for submitting applications: 22<sup>nd</sup> July 2025 (Not later than 5:00 PM)**

Important to be considered, the position you want to apply for has to be specified on the envelope or as the subject of your e-mail.

Solidarites International reserves the right to select a candidate and finalize the recruitment before the final date.

**Only short-listed candidates will be notified.**

**Solidarites International has a zero-tolerance policy on any kind of abuse, exploitation and fraud.  
Solidarites International expects full commitment of its employees with SI Charter, Code of Conduct  
including PSEA policy.**

**Solidarités International**

No. 69 (A), Kanbawza Street, Golden Valley, Bahan Township, Yangon, Myanmar.