



M & E and Communication Officer

- Based in:** Eastern Shan State (Kyaing Tong)
- Contract period:** Full-time position (One-year fixed contract with possible extension.)
- Accommodation:** Partially Provided
- Reporting to:** Country Director

United World Schools (UWS) is a growing INGO working in Cambodia, Myanmar, Nepal, and Madagascar. We believe every child deserves a quality education and we commit to fulfil these rights by working in areas where no meaningful education alternative currently exists for them. We invite you to please visit our website www.unitedworldschools.org to learn more about us.

This role will work closely with Country Director, and will provide strong management and oversight for all matters relating to monitory, evaluation and smooth transition of the schools. Also, due to the small size of our team and close working culture of UWS, the Transition & Monitory Officer also works in a very hands-on and flexible manner, often attending to a variety of tasks at all levels as needed.

***** UWS is committed to the safeguarding of children and *ensuring safe recruitment is central to the commitment of UWS*. All staff will be required a proof of clearance from child criminal records.

As a M &E and Communication Officer your duties will be:

- Focal person for the data collection and data entry.
- Ensure that all relevant data are correct and up to date.
- Monthly monitor school and the quality of education delivery along with Education Officer.
- Monitor and follow-up for school buildings.
- Support the Country Director by developing a positive attitude and motivation staff.
- With technical guidance from Global MEAL Manager, lead responsibility for designing, developing and maintaining a fit-for-purpose, high quality central database (Program Management System) for all UWS Myanmar operations.
- Consult, develop, and introduce effective systems and procedures for collecting and using information and data in-country.
- Responsible for the quantitative and qualitative monitoring, analysis and reporting on UWS Myanmar's activities, primary impact and secondary impact.
- Lead on developing 'Learning' culture within UWS Myanmar by ensuring data analysis and evaluation reports are easily accessible and user-friendly.
- In collaboration with Global MEAL Manager, develop MEAL tools to evaluate UWS Myanmar's primary and secondary impact.
- Improve internal MEAL and impact reporting in-country and globally.
- Responsible for timely and accurate reporting of UWS Myanmar program activities.
- Identify needs and lead the training of UWS Myanmar staff in data management and analysis if necessary.
- Ensure that UWS Myanmar's strategic planning is evidence-driven and that relevant information is accessible for the Global Executive, Myanmar Senior Management Team, Myanmar staff and Global MEAL Working Group.
- Keep up to data with MEAL models of best practice and current research, to ensure that UWS' data management and analysis are as efficient and effective as possible. Complete external MEAL training as per needs identified.
- Support all areas of work of the Global MEAL Working Group as per the Global MEAL Working Group.
- Work with external consultants as required.

Communication parts include;

- managing external communication channels like social media platforms, websites, and media

relations, writing copy for UWS newsletters or memos and adhering to UWS's brand by publishing content.

- Overseeing the development of communication strategy to advocate UWS, assist in raising UWS' profile, and finds opportunity to collaborate with potential partners and donors.

1. Develop Communication Strategy and creating content

- a. Develop both internal and external communication channels to promote UWS
- b. Responsible and accountable for implementing communication strategy effectively and efficiently
- c. Perform communication research and monitor the progress of various communication strategies
- d. Develop UWS Myanmar content and direct creative execution to provide a consistent, targeted, and impactful message

2. Managing social media and other outlets

- a. Focal person to develop, manage, maintain, and improve strategy to promote UWS' vision and values on social media and other outlets
- b. Ensure that UWS' online image is professional and up to date
- c. Monitor and manage relevant UWS' online profile crisis, posting relevant contents, and advocating UWS' works on the social media.

3. Others

- a. Be a key and active member of the Myanmar (Senior Management Team)
- b. Develop materials to educate staff on communication practices
- c. Coach and assist team members on improving communication skill
- d. Support the work of the in-country team
- e. Undertake other relevant and reasonable tasks require by the Country Director

Essential Requirements, you must have:

- Must be a team player
- Exceptional communication abilities, including writing, speaking and active listening (Both Burmese and English) – and able to articulate information well
- A relevant degree in Communication, or other relevant education background is a plus
- In-depth knowledge of best writing and messaging practices for business correspondence, public/donor/partner relations, and social media
- Ability to prioritize your work-plan, and manage your own time to balance multiple priorities
- Ability to work efficiently to reach deadlines
- Ability to effectively engage with team members of all levels and across department
- You must be willing, available and enjoy the opportunity to be based in Kyaing Tong, with frequent travel to remote areas (approximately 40% of days outside visiting schools and to accompany by Education Officers to understand the context we work within)

- A positive mindset to overcome challenges and be a creative problem solver
- A working standard of oral and written language (Burmese and English)
- Ability to ride a motorbike yourself (including on mountain roads, in monsoon weather)
- Able to adapt to working cross-culturally with various Myanmar people, and sometimes foreigners
- A passion for improving the education of remote and marginalized communities in Myanmar
- A demonstrated awareness, sensitivity and respect for linguistic, religious and cultural diversity.
- Strong understanding of international standards of Child Protection minimum for safe guarding of the children
- Clearance from child criminal record to the safeguarding of children

Desirable Requirements (not essential, but it is helpful to have any of the following):

- Advance organization abilities
- Leadership abilities, including training and mentorship
- Great project management skills, including time management, goal setting, multitasking and prioritization

How to Apply:

Please send a CV (resume) and covering letter, contact of the reference person and explaining why you wish to be considered for this role, and why you meet the criteria above. Please, state the position in email subject line and send to cmoo@uwsglobal.net

Please note:

***UWS reserve the right to keep this vacancy open, or re-advertise until a suitable candidate is identified.*

***Only short-listed applicants will be contacted*

***Incomplete, SPAM or generic applications won't be considered*

***We strongly encourage you to carefully read this Job Description, and specify in your Covering Letter how you fulfil the most important criteria with your previous experience and skills.*