



**OXFAM IS A GLOBAL MOVEMENT OF PEOPLE WORKING
TOGETHER TO END THE INJUSTICE OF POVERTY.**

Head of Influencing and Communication

Employment Term: Fixed Term (1 Year Contract)

Level: National, C1

Location: Yangon, Myanmar

Closing Date: 28 October 2026

"This role is opened for national applicant only."

Early application is encouraged as the recruitment process will be done on a rolling basis and Oxfam reserves the right to appoint a suitable candidate as soon as they are identified.

The Role:

Oxfam is looking for the role of **Head of Influencing and Communication**.

Job Purpose:

The Head of Influencing & Communication is a senior leadership role responsible for strengthening Oxfam Myanmar's strategic positioning, internal and external engagement, organisational resilience, communication, and institutional effectiveness.

The role supports the Country Director in advancing Oxfam Myanmar's priorities across Oxfam regional, affiliate and confederation structures and with key external stakeholders, while ensuring that country realities, programme evidence and operational experience inform wider organisational thinking and decision-making.

The position provides strategic leadership and oversight across four core areas: influencing and engagement; safety and organisational preparedness; legal and regulatory matters; and data protection, information governance and responsible digital practice. It also provides strategic oversight of communication, with particular attention to Oxfam Myanmar's external visibility and the quality, coherence and responsible use of communication products.

As a member of the Country Leadership Team, the post-holder will connect external developments, organisational priorities and country realities to strengthen strategic decision-making, organisational preparedness and Oxfam Myanmar's ability to operate effectively in a complex and changing environment.

This Role Report To: Country Director

Staff Reporting to this Post: Direct line management for 4 - 5 staff



Key Responsibilities

Internal Advocacy, Influencing & Oxfam Confederation Engagement

- Represent and advance Oxfam Myanmar's priorities and perspectives across relevant Oxfam structures, networks and decision-making forums, ensuring that country realities and strategic priorities inform wider organisational thinking and decisions.
- Represent Oxfam Myanmar in agreed internal policy, advocacy and influencing forums, ensuring country perspectives and operational realities are appropriately reflected in organisational discussions and decision-making.
- Support the Country Director in positioning and influencing on Myanmar priorities within Oxfam regional, affiliate and confederation-level processes.
- Develop and pursue agreed influencing priorities on key organisational, policy and operational issues affecting Oxfam Myanmar.
- Bring country-level evidence, programme experience and operational learning into relevant Oxfam policy and organisational processes.
- Build strategic relationships across Oxfam affiliates, regional teams, Oxfam International and relevant advocacy, media, communications and thematic networks to strengthen understanding and visibility of Myanmar priorities.
- Identify significant organisational and policy developments and support timely engagement with relevant internal stakeholders.
- Influence organisational policies, systems and ways of working to ensure they are responsive to complex operating environments and support effective, locally led and context-appropriate programming.
- Support the Country Director in developing strategic briefs, key messages and evidence-based positions for engagement with senior Oxfam leadership and relevant governance structures.

External Engagement, Influencing & Representation

- Strengthen Oxfam Myanmar's external positioning and strategic relationships with key institutional stakeholders and contribute to collective dialogue and influencing on issues affecting the humanitarian and development operating environment.
- Represent Oxfam, as delegated by the Country Director, with donors, UN agencies, INGOs, networks and other relevant institutional stakeholders.
- Develop and maintain strategic relationships that strengthen Oxfam Myanmar's organisational positioning, credibility and ability to operate effectively.
- Engage with peer organisations and coordination platforms on regulatory, operational, organisational and institutional matters.
- Actively engage with the Forums and contribute to collective analysis, coordination and influencing on key issues affecting the humanitarian and development operating environment in Myanmar.
- Support the Country Director in strategic institutional engagement as appropriate.
- Identify significant external developments, trends and stakeholder positions and support timely organisational engagement and response.
- Strengthen relationships with relevant stakeholders to support Oxfam's programme objectives, organisational sustainability and strategic priorities.
- Ensure external engagement is aligned with Oxfam's mandate, values, programme priorities and influencing positions.



Communication and External Visibility

- Provide strategic oversight and direction for Oxfam Myanmar's communication and external visibility, ensuring that communication is grounded in programme evidence, reflects Oxfam's values and positioning, and presents the work in a compelling, responsible and context-sensitive manner.
- Provide strategic direction and oversight to the Communication Coordinator and ensure communication priorities are aligned with country strategy, programme priorities, influencing objectives and external engagement.
- Ensure a regular pipeline of high-quality communication products, including impact and human-interest stories, programme briefs, newsletters, photographs, short videos, digital content, event materials and other visibility products.
- Promote a shared approach to communication in which programme, PQI and other relevant colleagues contribute and collect content, evidence, stories and ideas, while the Communication team provides communication expertise, editorial support, packaging and quality assurance.
- Engage external writers, designers, photographers, videographers or other communication specialists where specialised expertise or additional production capacity is required, ensuring appropriate briefing and quality oversight.
- Strengthen Oxfam Myanmar's external visibility through appropriate digital, print, event and stakeholder communication channels.
- Ensure communication materials comply with Oxfam branding, safeguarding, informed consent, data protection and ethical storytelling requirements and appropriately recognise the leadership and contribution of partners and communities.
- Support senior leaders and relevant teams with key messages, briefs, presentations and communication materials for strategic external engagement.

Safety & Organisational Resilience

- Provide strategic leadership and oversight for organisational safety, preparedness and continuity, ensuring that Oxfam Myanmar is able to respond appropriately to changes in the operating environment and sustain effective and responsible programme delivery.
- Provide strategic oversight of Oxfam Myanmar's organisational safety arrangements and line-manage the Humanitarian Safety function.
- Ensure relevant developments and changes in the operating environment are regularly reviewed and appropriately considered in organisational decision-making, programme delivery and operational planning.
- Strengthen contingency planning, scenario planning, business continuity and organisational preparedness, ensuring arrangements are periodically reviewed.
- Ensure appropriate response, coordination and learning arrangements are in place to support organisational preparedness and continuous improvement.
- Promote a strong culture of safety, duty of care, preparedness and organisational resilience across Oxfam Myanmar.

Legal & Regulatory

- Provide strategic oversight of legal and regulatory matters affecting Oxfam Myanmar, ensuring that significant requirements and developments are understood, appropriately managed and reflected in organisational decisions and ways of working.



- Maintain oversight of relevant legal, regulatory and institutional requirements and ensure significant developments are appropriately considered in organisational planning and decision-making.
- Advise the Country Director and Country Leadership Team on key legal and regulatory matters and their organisational implications.
- Coordinate with relevant functions to ensure legal and regulatory considerations are appropriately reflected in programme, partnership, finance, people, operational and external engagement decisions.
- Promote organisational awareness of significant legal and regulatory obligations and support consistent, proportionate compliance across functions.

Data Protection, Information Governance & Responsible Digital Practice

- Provide strategic oversight of data protection, information governance and responsible digital practice, ensuring that Oxfam Myanmar manages information and digital systems appropriately and in line with organisational standards and applicable requirements.
- Provide strategic oversight of Oxfam Myanmar's data protection and information governance arrangements, ensuring appropriate coordination between relevant functions.
- Promote responsible approaches to the collection, access, use, storage, retention and sharing of personal and confidential information in line with applicable requirements and Oxfam policies.
- Promote privacy, informed consent, data minimisation, confidentiality and responsible information handling across programmes and enabling functions.
- Ensure appropriate organisational practices are in place for the responsible use of digital platforms, information storage, information sharing and emerging digital tools.
- Promote responsible and inclusive use of digital technologies, taking into account privacy, accessibility and the needs of staff, partners and communities.
- Ensure appropriate arrangements are in place on information-management matters and use learning to strengthen organisational practice.
- Build organisational awareness and good practice in data protection, information governance and responsible use of digital technologies.

Strategic Leadership & Organisational Contribution

As a member of the Country Leadership Team, the Head of Influencing & Communication will:

- Contribute to the overall strategic direction, leadership and organisational effectiveness of Oxfam Myanmar.
- Provide strategic advice and analysis to the Country Director and Country Leadership Team, bringing together external developments, organisational considerations and country priorities
- Strengthen collaboration between programme and enabling functions and support organisational adaptation in response to changes in the operating environment.
- Promote informed and evidence-based decision-making and contribute to effective organisational planning and prioritisation.
- Model Oxfam's values, leadership principles and commitments to localisation, inclusion, accountability and equitable partnerships.
- Undertake other strategic responsibilities delegated by the Country Director consistent with the seniority and purpose of the role.



Safety and Security

- Complying with all security policies, procedures, directions, instructions, regulations or plans.
- Taking care of their own safety and security.
- Actively contributing to the development and maintenance of security management policy and procedures.

Safeguarding

- Ensure adherence to safeguarding policies by protecting the safety and dignity of all individuals.
- Ensure completing all annual core compliance courses.
- Must report any concerns or witness or suspect any behaviour that could be in breach of the one Oxfam safeguarding policies (PSEA, Child Safeguarding etc) or Oxfam Code of Conduct.

Other

- Eager and required to adhere to Oxfam's principles and [values](#) as well as the promotion of [gender justice and women's rights](#).
- Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles.

In case of emergency response, perform assigned tasks to contribute to an efficient and timely emergency response activities.

For more information regarding the position, please have a look at the Job Profile [here](#).

What we are looking for:

Skill and Competence:

Essential:

For this role, you will be expected to role model Oxfam's feminist leadership approach and we have selected the most relevant feminist leadership practices which we will use for assessment purposes (which you can read more about [here](#)).

- Self-Awareness
- Influencing
- Strategic Thinking and Judgment
- Relationship building
- Mutual accountability
- Systems Thinking
- Listening

In addition:

- Master's degree or equivalent in Communications, International Relations, Journalism, Development Studies, Public Policy, Media and Communications, Behavioural Communications, Advertising/Brand Management, Social Sciences, or another relevant academic field.
- At least 7 years of relevant professional experience, including substantial experience in a senior leadership or management role within an international NGO, humanitarian, development or similarly complex organisation.
- Demonstrated experience in strategic engagement, advocacy, influencing, stakeholder management or organisational leadership.



- Experience representing an organisation in senior-level forums, networks and institutional discussions.
- Experience in organisational preparedness, safety oversight, contingency planning, business continuity or organisational resilience.
- Experience providing strategic direction or oversight to organisational communication, external visibility or public engagement, with an understanding of evidence-based and ethical communication.
- Experience of partnership-based work, preferably within networks, alliances or collaborative platforms.
- Strong understanding of humanitarian and development operating environments, particularly in complex, rapidly changing or highly regulated contexts.
- Strong understanding of organizational governance and legal and regulatory compliance in complex operating environments.
- Good understanding of data protection, information governance and responsible digital practice, with the ability to provide strategic oversight and seek specialist advice where required.
- Strong analytical skills and ability to interpret complex regulatory, organisational and operational developments and translate them into practical recommendations.
- Strong communication, negotiation, influencing and relationship management skills.
- Strong commitment to Oxfam's values, safeguarding commitments, feminist principles, localisation and equitable partnership approaches.
- Excellent written and spoken English.

Desirable

- Experience engaging with donors, UN agencies, INGO networks and civil society organisations.
- Knowledge of legal, regulatory, data protection and information governance requirements.
- Experience in security management, crisis management or duty-of-care oversight.
- Experience working with locally led and partner-led programming approaches.
- Strong knowledge and understanding of the Myanmar humanitarian, development and civil society context.

What we offer:

Oxfam aims to recruit and retain diverse, passionate people who have the necessary skills, knowledge and commitment to meet our vision. We offer a competitive salary and a range of additional benefits to staff including flexible working options, generous pension scheme, annual leave, additional leave allowances, company sick pay, life assurance and a range of other benefits.

Find out more about our pay & benefits, please click [here](#)

How to apply:

To apply for this position please visit the following link;

<https://jobs.oxfam.org.uk/jobs/vacancy/25160/description> no later than **28th October 2026, 5:00PM**
(Myanmar Time)

Our values and commitment to safeguarding:

Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people, adults and beneficiaries with whom Oxfam GB engages. Oxfam expects all staff and associates to share this commitment through our code of



conduct. We place a high priority on ensuring that only those who share and demonstrate our [values](#) are recruited to work for us.

The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks. Oxfam GB also participates in the [Inter Agency Misconduct Disclosure Scheme](#). In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.

We are committed to ensuring diversity and gender equality within our organisation and encourage applicants from diverse backgrounds to apply.

Note to candidates: We encourage candidates to read and understand our code of conduct [here](#) and our safeguarding policies [here](#).

Shortlisted candidates will be assessed on our organisational values and attributes at the interview stage. The successful candidate(s) will be expected to adhere to our code of conduct and safeguarding policies.

About Us

Oxfam is a global community of people who believe in a kinder and radically better world, where everyone has power to thrive not just survive. We believe we can overcome poverty by tackling inequalities that fuel it. We are shop volunteers, women's right activists, marathon runners, aid workers, coffee farmers, street fundraisers, goat herders, policy experts, campaigners, water engineers and more. And we won't stop until everyone can live life without poverty for good.

[Oxfam GB](#) is a member of [international confederation](#) of 21 organizations working together with partners and local communities in the areas of humanitarian, development and campaigning, in more than 80 countries. Oxfam in Myanmar is the branch of Oxfam GB.

Only short-listed candidates will be notified.