



## **Plan International Myanmar**

### **Terms of Reference**

<b>Position</b>	: Communication Officer
<b>Report to</b>	: Response and Recovery Manager
<b>Number of Position</b>	: 1 Position
<b>Location</b>	: Mandalay
<b>Assignment Type</b>	: Service Agreement
<b>Duration</b>	: Joining date till end of September 2025 with possible extension
<b>Travel percentage</b>	: 50%

### **ABOUT PLAN INTERNATIONAL MYANMAR**

Plan International is a global organization focused on advancing the rights of children and youth, especially girls, across both development and humanitarian contexts. In Myanmar, Plan International implements integrated programming focused on child development and youth empowerment, with a special emphasis on supporting girls and young women. Our program areas encompass Early Childhood Care and Development (ECCD), Water, Sanitation, and Hygiene (WASH), Resilience and Disaster Risk Reduction (DRR), Child Protection, and Education. Additionally, we focus on Youth and Adolescent Development through Skills and Opportunities for Youth Employment and Entrepreneurship (SOYEE), as well as Leadership and Life Skills Development. Our efforts also extend to ensuring Food and Nutrition Security to promote healthier and more resilient communities.

Plan International is dedicated to creating safe environments for children and program participants, promoting practices that address their specific safeguarding needs and protection risks. We actively challenge and do not tolerate inequality, discrimination, or exclusion.

### **JOB BACKGROUND**

A 7.7 magnitude earthquake struck central Myanmar on March 28, 2025, causing significant loss of life, infrastructure destruction, and compounding an already dire humanitarian crisis. Plan International Myanmar has been on the ground working hard to reach children and their families affected by the earthquake, providing immediate life-saving relief assistance and long-term recovery effort.

### **JOB PURPOSE**

The Communications Officer plays a supporting role in developing communications materials for the varied audience including external and internal to raise the profile of Plan International Myanmar's earthquake response. The post holder also supports to promote the visibility of the response working with the local partners and relevant stakeholders for digital communications and social media, distribution sites, and facilitating promotional campaigns and provide technical support in writing reports specifically for Mandalay Earthquake Response area.

## DIMENSION OF THE ROLE

This position reports to the Response & Recovery Manager and based in Mandalay under technical guidance for Senior Communication Coordinator from Country Office. The position holder will provide support to Plan's programmes teams in Mandalay Response Office. S/he develops programmes communications materials ensuring they are aligned with our values, branding guidelines and safeguarding principles. Often, the position holder should support providing communications guidance to the response team and partners. The post holder supports the programmes teams in Emergency Response for communications materials including situational reports. Moreover, the position holder supports to achieve the goal of the earthquake response and recovery through the communications efforts by supporting multimedia contents, preparing various outreach materials including presentations for public events, workshops and conferences with consistency and clarity for varied audiences.

## ACCOUNTABILITIES

### Engagement with Response/Programme Teams

- Support the response/programmes teams in the development of key communications materials – programmes, external representation, communications and emergency response.
- Work in conjunction with Response & Recovery Manager as well as Senior Communication Coordinator and other programme staff to develop Information, Education and Communication materials for programme awareness, public relations, and advocacy efforts.
- Support the developing and finalising success and case stories in collaboration with the programme teams from Mandalay Office and relevant local partners.
- Plan and execute various communications tasks for complementing available information (such as interviews and interactions with a range of stakeholders), collation of data from programme reports, MERL documents, proofreading existing documents and information/data visualisation.

### Creation of Communications Materials

- Support in developing, designing and/or editing communication materials, including video clips, brochure, invitation, certificate etc. by using relevant multimedia design software such as Canva, Adobe Lightroom, etc.,
- Assist in reviewing report, visualisations for various donor reports and documents especially, narrative reports, presentations
- Prepare website/ social media content and other similar materials that communicate Plan's purpose, and response activities.
- Support to develop and maintain photo and video database in accordance with the projects/ activities and locations in a systematic way and provide/update Plan's Media Bank.
- Participate in organizing events, awareness raising activities and support in advocacy efforts and campaigns
- Support in translation processes, including technical oversight and quality assurance from English to Myanmar and Myanmar to English.

### Digital Communication

- Produce a range of compelling human-interest girl, child and diverse youth-focused digital content such as case studies, eyewitness accounts, blogs, first-person accounts, images, audio and video clips for internal and external communications channels, often in local language.
- Monitor the social media, keep track and advise team on regular basis



- Post with updated contents, mostly about the response on Plan Myanmar's external website making it up-to-date when needed.

### **Branding, Visibility of Humanitarian Response and Documentation**

- Support response team to ensure visibility (as instructed and agreed in the management based on the security context and sensitivity) of the response and recovery activities
- Assist the team and partners to ensure the visibility and branding of the response including public events and donor reports
- Help in documenting the best practices humanitarian response and lesson learned

## **DURATION AND WORKING HOUR OF THE ASSIGNMENT**

The assignment is a full-time engagement during the period and based in Mandalay Office with 50% travel. Plan International Myanmar will cover for the transportation, Accommodation and per-diem for the required business travel. The consultant is required to work 20 – 22 days per month, with 8 hours per working day. Weekends and public holidays, as observed and confirmed by Plan International Myanmar, are entitled.

## **SAFEGUARDING COMPETENCIES, CRITERIA AND LEVEL OF CONTACT**

- Ensure the design and delivery of communication department activities are in accordance with Safeguarding policies, procedures and guidance incorporate measures described in the standard Delivering Safe programming and influencing work. This includes in line with Safeguarding in Communication guideline.
- Create a safe and supportive environment for all community members, particularly vulnerable groups such as women, children, and LGBTQ+ individuals.
- Ensure their work does not put children and programme participants at risk by continuously evaluating it through a safeguarding perspective, data privacy and discussing potential design or implementation with the children and programme participants.
- Ensure photograph, video and media related activities are respect and protect dignity, safety and right of the children and programme participants.
- Promote the importance of safeguarding and PSHEA to colleagues in other organizations and children, their families, beneficiaries, and the wider community.
- Apply all relevant standards to their area of responsibility.
- Identify and address gaps within implementing standards in area of responsibility.
- Assume responsibility for reporting any instances of suspected child abuse or neglect immediately as per Plan Myanmar's policy.

## **DEALING WITH PROBLEMS**

This position is based in the field where there is a complex and sensitive political situation, it is critical for the post holder to understand a wide range of issues in the local situation and sometimes find immediate solutions with creativity and initiatives. However, s/he will need to refer to experienced managers for support or consultation when faced with more difficult problems. The position will also require using Do-No-Harm approach, forward planning, attention to detail and building of relationships.

## KEY RELATIONSHIPS

### Internal contacts:

Position	Reasons for contact	Level (high, medium, low)
Respond and Recovery Manger	Reporting, collect information for the overall operations in Mandalay to write reports, case stories, etc. Seek guidance	High
Sr. Communications Coordinator	To work closely with on every communication related project, support programme staff in productions visibility/ IEC materials.	High
Supply Chain	Provide technical advice on designing and selecting suppliers. Make sure all visibility products meet the branding guidelines of Plan International and its relevant funding agencies.	Medium
All Field Offices Staff	To visit the camps/ project areas, take photos, interview beneficiaries, collect information for the case stories and various communications contents.	High
Programme Advisor/head of the departments at country office	For clarity, understanding and getting updates from country office level including policy related matters.	Medium

### External contacts:

Agency	Reasons for contact	Level (high, medium, low)
Project/programme participants including children	Engagement and communications to deliver project related information, regular monitoring of those message/information and receiving feedback. Gathering contents that includes photos/videos and audio	High

## PHYSICAL ENVIROMENT:

The post holder will be based in Mandalay with 50% travel to the field.

## LEVEL OF CONTACT WITH CHILDREN AND PROGRAMME PARTICIPANTS

**High level:** Regular and requent interaction with children and programme participants in emergency setting, including access to their personal data

## QUALIFICATIONS:

### Knowledge:

- University degree in the relevant field such as Communication, Marketing, Journalism.
- Minimum 3 years of proven experience in the communications field, preferably in the development/humanitarian sector.
- Strong knowledge on relevant software Canva, Adobe Lightroom, Premiere Pro.
- Sound experiences and skills on photo/ video shooting and editing.
- Strong commitment to gender equality and high level of personal awareness and sensitivity to gender equality, inclusion and diversity issues.
- Basic knowledge and understanding on Child Protection, Safeguarding and PSHEA including policy implementation to the respective area of responsibility.
- Reflects on their value system and takes account of their biases towards individuals (including children and programme participants) in all their diversity.

### Skills:

- Excellent verbal and writing skills in English and Myanmar with ability to quickly turn around complex information into strong messages and compelling content.
- Layout and designing of flyers, posters and IEC materials, photo/ video editing and video subtitling,
- Ability to organise media visits, set up interviews and brief team/spokespeople for media messaging.
- Ability to work independently and as a team player.
- Proven team working ability and visual skills.

### Behaviours:

- Ability to emulate Plan International's commitment, both in and outside of the workplace, to empowering girls and young women in securing their rights to equality
- Flexibility in a workspace with growing needs and responsibility
- Takes initiative, identifies potential problems and solutions, and anticipates needs ahead of time.
- Demonstrate high degree of professionalism and integrity
- Ability to work under pressure, as part of a team or independently, and meet deadlines consistently.
- Solution focused; able to prioritise, deliver on time and cope with ambiguity.

## APPLICATION PROCESS:

Interested Candidates should submit their comprehensive CV, Application letter, expected consultancy fees and send to [Myanmar.CO@plan-international.org](mailto:Myanmar.CO@plan-international.org) not later than 3<sup>rd</sup> June 2025, 5:00 PM.

Subject line for application: "Communication Officer \_ Mandalay".

Plan International Myanmar is committed to the well-being of children, youth, and adults, and upholds the principles of gender equality. We have zero tolerance for Safeguarding and PSHEA issues. All staff and associates of Plan International Myanmar are required to sign and adhere to our Safeguarding Policy and PSHEA Policy at all times.

*Early application is encouraged and highly recommended as we will review applications throughout the advertising period and reserve the right to close the advert early.*