

Save the Children is the world's leading independent organisation for children. It is a dual mandate organization and focuses on development and emergency response. We are currently working in 120 countries around the world touching the lives of 125 million children. Our mission is to inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

Save the Children has been working in Myanmar since 1995. Our programmes include Maternal and Child Health, Nutrition, HIV/AIDS, WASH, Education, Food Security and Livelihoods, Child Protection and Child Rights Governance and Humanitarian Responses in across the country.

Save the Children offers attractive salary including non-salary benefits which consists of paid medical benefits, various leave benefits, accident insurance, severance and other allowances.

We are currently inviting motivated and talented individuals to apply for **Programme Information Coordinator (Digital & Content)** position based in Yangon, Head Office. Please see the following detailed information.

SAVE THE CHILDREN INTERNATIONAL
VACANCY ANNOUNCEMENT
(FOR MYANMAR NATIONAL ONLY)
ROLE PROFILE

TITLE: Programme Information Coordinator (Digital & Content)	
TEAM/PROGRAMME: Programme Information Unit	LOCATION: Yangon, Head Office
Number of Position: 1 GRADE: NAT-3	CONTRACT LENGTH: Fixed Term
CHILD SAFEGUARDING: Level 3: the post holder will have contact with children and/or young people <u>either</u> frequently (e.g. once a week or more) <u>or</u> intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the vetting process staff.	
ROLE PURPOSE: The role of the Programme Information Coordinator (Digial and Campaigns) is to support the development, coordination and the implementation of Save the Children's strategic communications strategy in Myanmar. This role works as part of the Programme Information Unit (to deliver our visibility, public engagement and influence work to achieve outcomes for children across all thematic areas. The post holder will lead on the development and implementation of Save the Children's digital strategy as well as managing our digital channels, leading on campaigns communications, content production for programmes. The post-holder will be in charge of the development of written, multimedia and digital assets that will positive represent the work of Save the Children both externally and internally.	
SCOPE OF ROLE: Reports to: <i>Deputy Director of Programme Information Unit</i> Staff reporting to this post: None	

**Role Dimensions:**

- *Regular contact with Programme Teams in the event of content and social media planning, and contact with Global Communications Team as required*

Travel: Frequent (up to 10 days in a month)

Key accountabilities**Digital Communications**

- Lead on developing the digital strategy for SCI's social media platforms including website.
- Develop a clear content plan for our digital channels and work with the team to ensure that content is collected and produced.
- Manage Save the Children Myanmar's external communications platforms including Website, Facebook, Instagram, and YouTube and also be responsible for social media content development
- Ensure all digital platforms are updated on a regular basis. Maintain targets for content and ensure that we are conducting regular reviews of content through analytics, to measure performance and improve content.
- Develop engaging materials, contents and graphics for our digital channels that deliver to our strategy.
- Provide regular programme updates and stories for social media channels as strategically relevant.
- Lead in the development of communications with communities, and behavioural change communications strategies for programme teams that have requested it
- Coordinate and support in production of multimedia outputs.
- Stay updated with the latest digital communications trends and tools and apply them to work

Content Planning and Production

- Collect and produce accurate, clear and consistent information and communications outputs that highlight the development and humanitarian situations in Myanmar, including- but not limited to case studies, feature stories and digital posts.
- Lead on of photography/film commissions either through delivering them directly or ensuring they are managed appropriately on the ground and that assets are shared quickly and also stored.
- Lead innovative communications from the field to reach wider audiences and directly engage supporters in our works.
- Support the production of information and education materials for programme teams that have requested for.
- Support the production of information and education materials for Myanmar programme teams according to the Communications Plan, and Global Content Collection Unit, and Global Media Unit that have requested for.
- Ensure that all Save the Children Myanmar Content to be on SCI Global "Content Hub" and content sign-off procedures as well.
- Manage our internal and external design work flow coordinating with in-house graphic designer and the external consultants as necessary.
- Ensure that multimedia commissions are fundraising-appropriate for key member markets, and speaks to Save the Children's brand.
- Bilingual translation of communications products, both internal and external communications.



Brand Management

- Lead branding support across the Myanmar CO, ensuring that the Programme Information Unit team is responding to branding requests.
- Ensure all materials are printed and designed according to Save the Children's brand guidelines
- Be a brand ambassador, promoting the values, behaviour and aesthetics of the brand
- Set visibility targets and ensure that all the communications team is working towards these. E.g. number of new articles on Myanmar website per quarter. Target number of Facebook followers etc.

Capacity Building

- Develop and deliver regular training for field and HQ staff – not limited to - on visual storytelling and case study creation, Child Safeguarding in Media and Communications, and Organisational Capacity Development Training for Communications

Team engagement and collaboration

- Collaborate and support the other team members when and as necessary with an emergency or crisis
- Be an engaged and active member of the PIU team while caring about each other's wellbeing
- Work on ad hoc request by the supervisor: Deputy Director of Programme Information Unit

Child Safeguarding Responsibilities

- Develop specific and contextual country level guidance to ensure that children who participate in media or communications work are protected from exploitation, increased vulnerability, or any form of harm or indignity
- Be a champion for child safeguarding in media and communications across the organisation

BEHAVIOURS (Values in Practice)

Accountability:

- Holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically and on a global scale.

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to.

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks.

Integrity:

- Honest, encourages openness and transparency; demonstrates highest levels of integrity
- Always acts in the best interests of children



QUALIFICATIONS, EXPERIENCE AND SKILLS

- At least 4 years' experience in advertising, communications, media management, event management, marketing, public relations, or any related field.
- Bachelor's Degree in communications, Arts, fine arts, or any related field.
- Experience developing and delivering digital communications strategies
- Experience managing corporate social media accounts
- Experience of designing and delivering campaign communication strategies
- Experience of working with external communications agencies
- Excellent English and Myanmar writing skills, with experience writing case studies for development and humanitarian settings
- Demonstrable graphic design skills, photo taking and video creation skills
- Proficiency with required tools including Adobe Photoshop, Adobe Indesign, Adobe Premiere and Adobe Illustrator
- Good understanding of the key components in brand management
- Excellent personal organisational skills, including time management, and ability to meet deadlines and work under pressure
- Willingness to travel to field offices and work in difficult environments according to travel requirements

General:

- Ability to work collaboratively with colleagues across the organisation developing effective working relationships to deliver outstanding results for children
- Commitment to and understanding of Save the Children's aims, values and principles.
- Willingness and capability to comply with all relevant Save the Children policies and procedures with respect to health and safety, security, equal opportunities and other relevant policies, including the Child Safeguarding Policy

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

All staff has an obligation and a responsibility to:

- Ensure they fully understand the provisions of the Child Safeguarding Policy, the Code of Conduct and Local/Country Procedures.
- Conduct themselves in accordance with the rules of the Child Safeguarding Policy, in their personal and professional lives – which includes reporting suspicions of child abuse.
- Ensure the way they are carrying out their work is not putting children at risk (or further risk) – this means constantly scrutinizing their work through a child safeguarding lens and talking to children about possible design/implementation “flaws”.
- Promote the message of child safeguarding to colleagues in other organizations and government ministries, children in their own and beneficiary families, and community members in general.
- Be vigilant about observing possible child abuse/harm in their personal and professional lives.

All managers have the above responsibilities as well as ensuring

- Their staff are doing the above.
- That child safeguarding is integrated and given a “voice” in all management processes including recruitment, induction, performance management, team meetings, annual planning processes, field level monitoring, etc.

Safeguarding our Staff:

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy.

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

Interested and qualified candidates are invited to apply an Application Letter and Curriculum Vitae to the link below:

[Click here To Apply](#)

Closing Date : 11 May 2025 (Sunday), 5:30 PM

User Guide for Applicants at SCI >> [Click here](#)

Candidates are also requested to mention in the applications if there is, blood/marriage relationships with the existing Save the Children employees. No requirement of photo or copy of certificates and only short-listed candidates will be contacted.