

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 Officer** 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 Officer	
TEAM/PROGRAMME: Programme Information Unit	LOCATION: Yangon, Head Office
Number of Position: 1 GRADE: NAT-4	CONTRACT LENGTH: Fixed Term
CHILD SAFEGUARDING: Level 3: the post holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) <i>or</i> 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: Programme Information Officer is a key role for effective and engaging internal communications within the organization while supporting the Senior Management Team (SMT) with meetings and other required supports for smooth functioning. With direct line management from the Deputy Director of Programme Information Unit, this role will also be responsible for supporting internal communications and administration support to the team as needed. The role holder is also responsible for monitoring, learning and reporting of the team's activities and tasks against PIU strategies. The postholder will work closely with SMT members to support with meetings, notes recording, high-level coordination, maintain records, and track progress on key actions and decisions.	
SCOPE OF ROLE: Reports to: Deputy Director of Programme Information Unit Staff reporting to this post: None Role Dimensions: Regular contact with Senior Management Team and Programme Teams	



Key accountabilities

Internal Communications

- Support in the planning and execution of organization-wide internal campaigns and staff engagement activities, ensuring inclusive participation across departments and field offices
- Maintain a regular review and update of Save the Children Myanmar SharePoint site content and layout by coordinating with respective programme teams
- Lead the planning and execution of regular All Staff Town-hall Calls, including agenda setting, speaker coordination, presentations, and post-event feedback.
- Lead as a creator and editor of the Monthly Internal Newsletter (both in Myanmar and English) by sourcing and creating engaging content, designing according to brand guidelines, and distributing across internal platforms with performance tracking.
- A key contact of the Communications mail account.

Senior Management Team Support

- Attend all SMT meetings and support accurate recording of minutes, key discussion points, action items, and decisions made.
- Ensure clarity, consistency, and timeliness in minute-taking, documentation and reporting.
- Maintain a well-organized filing system for SMT documents (minutes, agendas, decision logs, presentations).
- Circulate draft minutes and action points to relevant parties for review and final approval.
- Maintain an up-to-date action tracker and proactively follow up with SMT members and other staff on assigned tasks.
- Translations support as needed, particularly for CD and SMT team members.

Team Support

- Set up weekly team meetings and design it for the full participation and engagement of the team.
- Support the Deputy Director of PIU to design team workshops and team's capacity strengthening events/occasions.
- Setting up and managing a team project management system and monitoring the delivery of the team plans in line with PIU strategies. Manage and track of team's MEAL.
- Lead on HR inductions of PIU team for new starters joining the organization.
- Support the team's logistics arrangement as it requires with the project, assignments, and team's plan.

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

- Bachelor's degree in Business Administration, International Relations, Development Studies, Communications, or a related field.
- Minimum 3 years of experience in a coordination, executive support, or administrative role, ideally in an INGO.
- Proven experience in organizing meetings with target audiences, coordination with diversified stakeholders, accurate minute-taking, information management, and action tracking.
- Strong organizational and time management skills with the ability to handle multiple tasks and meet deadlines.
- High attention to detail, confidentiality, and discretion in handling sensitive information.
- Strong written and verbal communication skills in English (and local language, if required)
- SharePoint management and organizing it.
- Knowledge around MEAL and project management.

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.