



## The Lutheran World Federation Myanmar Program

### JOB Announcement (Re-Announcement)

<b>Position title:</b>	<b>Communications Officer</b>
Responsibility level:	Grade 5
Report to:	Program Coordinator
Duty station:	Yangon

### Background

*LWF proactively works with partners to address displacement, poverty, and injustice, including promotion of gender equality and climate resilience*

The Lutheran World Federation (LWF) Myanmar is an international non-governmental organization serving the people of Myanmar since 2008. We are a rights-based humanitarian and development organization. Therefore, at the center of everything we do are the people involved in and affected by our work: internally displaced persons, returnees, host communities, the poor, and marginalized populations. LWF Myanmar engages with and supports duty bearers while empowering partner individuals, households, and community development organizations to claim their rights. Within the present LWF Myanmar Strategy 2019-2024, our work spans the realms of humanitarian assistance, recovery, and long-term development, building upon three interrelated programmatic areas: Livelihoods; Quality services; and Protection and social cohesion.

LWF Myanmar is dedicated to promoting children's rights and ensuring that their welfare and physical security are recognized, safeguarded and protected in accordance to UNCRC; and international, regional and national standards. LWF Myanmar commits itself to creating and maintaining an environment which promotes its core values and prevent children from physical abuse, neglect, emotional abuse and sexual abuse. Employees are expected to adhere to LWF Child Protection Policy and safeguard children and Protection, Sexual Exploitation and Abuse (PSEA).

### Job summary

Under the overall supervision of the Country Representative and the direct supervision of the Program Coordinator, with technical support from communications counterpart in LWF Geneva, and in close consultation and coordination with LWF Myanmar colleagues, the Communications Officer is responsible for producing and overseeing production of public information materials and strengthening related institutional systems and capacities.

### Main responsibilities

Areas of responsibility	Performance expectations
Strengthen LWF Myanmar institutional functions related to communications	<ul style="list-style-type: none"><li>• Develop LWF Myanmar communication strategy, including social media aspects, in line with the 2019-2024 country strategy</li><li>• Develop an archive with simple cataloguing in order to preserve captioned digital photographs and communication materials</li><li>• Design templates for information sheets, reports, and other materials per LWF Visual Identity Guidelines</li><li>• Design and maintain the information folders that are provided to donors and other external partners</li></ul>

	<ul style="list-style-type: none"> <li>• Reformat database extracts into drafts of high quality donor reports, check reports for adherence to guidelines before submission</li> <li>• Lead and/or assist staff in preparations for International UN Days</li> </ul>
Produce and review dissemination of external communications materials	<ul style="list-style-type: none"> <li>• Collect, compile, edit, write, and disseminate success stories</li> <li>• Update and maintain the LWF Myanmar website</li> <li>• Provide frequent updates on LWF success stories for the global LWF website to highlight the Myanmar program</li> <li>• Take lead in design and production of reports, strategies, photo documentaries, videos, and marketing materials</li> <li>• Review all LWF Myanmar's published documents and marketing materials to ensure quality and adherence to guidelines.</li> <li>• Establish a professional network with media organizations and actively seek out new communications channels, including social media</li> <li>• Serve as the Communications Officer for the ACT Myanmar Forum.</li> </ul>
Enhance LWF Myanmar staff capacity for more effective communication	<ul style="list-style-type: none"> <li>• Assist supervisor to roll-out the writing style guide, including mentoring to set clear expectations among staff</li> <li>• Ensure that all staff are aware of the LWF Social Media Guidelines, Visual Identity Guidelines, logos, and templates</li> <li>• Provide mentoring to staff in meeting basic writing requirements, including formatting and use of MS Word, Excel, and PowerPoint</li> <li>• Be familiar with donor visibility requirements and assist project managers to create and implement their visibility workplans</li> <li>• Design and oversee capacity-building activities for visibility, including effective use of photography</li> <li>• Assist LWF Myanmar to develop marketing materials for resource mobilization</li> </ul>
Others	<ul style="list-style-type: none"> <li>• Facilitate or provide translation services as appropriate</li> <li>• Carry out any other tasks or duties as required or as assigned by the Program Coordinator or his/her designate</li> </ul>

### Qualifications and experience

- Bachelor's degree in communications, English language, community development, or related field with four years of relevant work experience, or a Master's degree with three years of relevant work experience.
- Academic background and working experiences in development communications would bear special value.

### Required skills and competencies

- Detail oriented with keen awareness of visual presentation – **strictly required**.
- Demonstrated ability to format documents in MS Office **required**; professional experience in Photoshop, Publisher, Illustrator, website design, or similar applications desired.
- Excellent command in English and Myanmar language desired, including translating, writing, and editing skills.
- Strong organizational and project management skills.
- Excellent interpersonal and communication skills.
- Willingness and ability to travel to remote field sites as called upon.
- High degree of gender awareness and gender sensitivity.
- Respect for and ability to work with colleagues from other cultures, religions, socioeconomic status, and educational backgrounds.

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LWF Myanmar has immediate vacancy for this position. Therefore, Myanmar citizens fulfilling the above requirements are requested to submit an application letter; full CV; copy of NRC; a recent

photo; name and contact details of 3 references (one reference must be from current employer); your email and / or telephone number and address. Applications not containing these documents will not be shortlisted.

Lutheran World Federation is an equal opportunity organization, and qualified women are encouraged to apply.

For detailed information of LWF Myanmar Program, please visit <https://myanmar.lutheranworld.org>

Applications can be submitted via email **hr.lwf.mm@gmail.com** or at any one of the following Lutheran World Federation Myanmar offices.

- 1) LWF- Yangon Office  
No.11, Kan Street, (6) Ward, Hlaing Township, Yangon.
- 2) LWF– Sittwe Office  
House No.278, Thit Sar Street, North San Pya Ward, Pyi Taw Tar Quarter, Sittwe, Rakhine State, Myanmar
- 3) LWF – Chin Office  
No.552, Tha Khin Aung Min Street, West Ward, Mindat Township.
- 4) LWF – Kayin Office  
No. 6/833, Corner of Sein Si Mya Street and Hpa Yar Street, 6 Ward, Hpa An Tsp.
- 5) LWF– Ann Office  
No. (16), Yadanar Street, 5 Ward, Ann Township.

Lutheran World Federation is an equal opportunity organization, and qualified women are especially encouraged to apply.

For detailed information of LWF Myanmar Program, please visit <https://myanmar.lutheranworld.org/>

**Note: Only shortlisted candidates will be contacted for written test and interview. The shortlisted candidates have to bring the updated education certificates for interview.**

**Application Deadline: 18<sup>th</sup> June 2019; 5:00 pm**