



Network Activities Group (NAG)

No.51, Shukhinthar Street, Rose Garden, 27-Ward, North Dagon Township, Yangon, Myanmar.
Tel: 09-450694361~5, Email: info@nagmyanmar.org, Web: www.nagmyanmar.org

VACANCY ANNOUNCEMENT

Reference No: NAG/ HR-2023/0004

Organization	Network Activities Group (NAG)
Country	Myanmar
Position	Senior Communication Officer –1 post
Contract Duration	Probation 3 months (regular annual contract after probation passed)
Duty Station	Yangon Office
Applications closing date	18 April 2023 (recruitment may proceed as soon as possible)
How to apply	Submit application together with 1) Cover letter with the justifications to fit the position 2) CV detailing relevant experience and qualifications 3) Recent photos and contact details for two relevant references to recruitment@nagmyanmar.org No hardcopy document is required during the application stage
Note	Only short-listed candidates will be invited for interview.

1. Background of Network Activities Group

Network Activities Group (NAG) is a national non-profit organization in Myanmar. In fostering our vision “Emergence of a peaceful, prosperous and dignified society that values equity and diversity”. NAG support CSOs to implement livelihood, natural resources management and rural development programs and projects in Central Dry Zone, Coastal and Delta, Hilly Region and South Eastern Part of Myanmar.

2. The Role

Under the direct supervision of Chief Executive Officer, Senior Communication Officer will lead and manage the organization’s overall communication functions, and supervise Information and Communication Team members. The person will work with other Managers to develop overarching strategies and ensures that they are executed effectively for both external and internal stakeholders. This position requires to work with all Departments (Program, Finance, Admin & HR, Program Quality and Learning) for communications related services.



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3. Major Duties and Responsibilities

The incumbent will perform the following duties;

- Lead the Communication team to develop and implement the communication strategy and related actions
- Act as focal communication person for the organization
- Develop and manage the communication team's workplan in line with NAG communication strategy
- Plan, design, monitor and evaluate the impact of communications strategies and actions for NAG projects and its targeted audiences.
- Develop Communication materials including documentary, video clips, newsletters, brochures, and other IEC materials
- Ensure the organization's websites, online learning platforms and Facebook pages are up to date and functional
- Support development of project area maps, press releases and briefing notes for executive team
- Support other departments for communication related services
- Facilitate general communications with staff members, stakeholders, partner organizations, donor agencies and media
- Monitor media (both online and published) and analyze how news and podcasts are related to the organization, and provide strategic inputs for Senior Management Team
- Strengthen the capacity of communications team and other team members on communications
- Support Senior Management Team on Advocacy with internal and external stakeholders
- Develop and maintain proper filing and archive system for reporting and future audit processes
- Perform any other relevance assignments directed by the supervisor

4. Key Qualifications and Experiences

- Relevance Bachelor degree in communications, with minimum of five years' experienced in communications related services
- Exceptional writing and editing skills in both Myanmar and English
- Experience managing graphic communications and using graphic design tools
- Experience managing websites, social media and online learning platforms
- Experience managing other related communications vendors, such as news-distribution services, media-monitoring services, printing services, photographers/videographers or suppliers
- Demonstrates strong interpersonal skills and ability to manage communication team
- Attention to detail, accuracy in work, strong time management and organizing skills
- Experience work planning and managing communication related budgets
- Demonstrated knowledge of various software packages such as Microsoft Office
- Willingness and ability to travel to field offices (if required)
- Commitment to the organization aims, core values and principles (see more details in www.nagmyanmar.org)

Network Activities Group (NAG) is an equal opportunity employer and women are encouraged to apply. Network Activities Group (NAG) is committed to 'Zero Tolerance' to child abuse and sexual harassment. All Network Activities Group (NAG) staffs are required to sign NAG's Code of Conduct and adhere to it at all times.
