



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-2023/0009

Organization	Network Activities Group (NAG)
Country	Myanmar
Position	Communication Officer – 1 post
Contract Duration	Probation 3 months (regular annual contract after probation passed)
Duty Station	Yangon Office
Applications closing date	25-July-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), a national non-profit organization in Myanmar, with a vision of “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 the Senior Communication Officer, the Communication Officer will support and implement organization’s communication functions together with other team members. The person will work closely with all the Departments under NAG (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;

- Support and implement the organization's communication strategy and related actions
- Assist community team work plan development in line with communication strategy
- Develop Communication materials including documentary, video clips, newsletters, brochures, and other IEC materials in line with organization and partners visibility and communication guidelines
- Ensure consistent branding and messaging across communication channels
- Monitor, review and evaluate efficiency and effectiveness of communication strategy and actions to the targeted audiences and good practices and lessons are documented for future actions and strategies
- Support programs, projects and other departments for communication related services
- Monitor organization website, online platforms and social media pages are up to date and functional
- Assist development of media strategy to align with current country context
- Present and positively contribute relevance conferences, workshops, seminars, and events related to communications
- Engage with communication network platforms and groups to learn and share good practices and lessons
- Develop and maintain proper filing and archive system within communication department and in the server system for reporting and future audit processes
- Assist organization's policy development and review processes and contribute in the aspect of communications
- Perform any other relevance assignments directed by the supervisor

4. Key Qualifications and Experiences

The incumbent will require the following key qualifications and experiences:

- Commitment to the organization aims, core values and principles (see: www.nagmyanmar.org)
- Passion for the Cause: A genuine interest and commitment to convey a positive impact through communication
- Education and Experiences: A bachelor's degree in communications, public relations, journalism, marketing, or a related field with minimum of three years experienced in communication fields
- Stakeholder Engagement: Develops and maintains positive relationships with various stakeholders; including donors, volunteers, partners and target audiences
- Communication Skills: Excellent verbal and written communication skills to convey precise and clear message effectively to the target audiences
- Media Relations: Develop and maintains media relations and understand media trends for possible opportunities and risks (the organization currently practices zero visibility)
- Content Creation: Innovative content creation adapted to the needs of audiences and knowledge of visual content creation (e.g. graphic and video tools)
- Project Management: Ability to plan, execute and product quality outputs meeting strict deadlines
- Cultural Sensitivity: Demonstrate cultural sensitivity and awareness, along with the ability to communicate effectively in multicultural environments
- Follow organization's communication strategy, and visibility guidelines as well as for those of partner organizations



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- Field Visit: Willing to travel to the project areas to support and implement communication activities
- Professional Development: Stay updated on the latest trends, technologies, and best practices in communication fields
- Capacity Building: Train, coach and supervise the project communication focal and other team members on communication related capacities

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.

