

Vacancy Announcement
Communications Officer - Yangon (1 post)

20th October 2020

Deadline: 30th October 2020

NYEIN CHAN METTA (*R/P-M*) is Myanmar's first full-fledged representative and action-oriented interreligious body for reconciliation, peace and development that brings together all of the major religious institutions of Myanmar at the national level and capitalizes on each organization's ability to mobilize its existing infrastructure of thousands of local congregations. It offers a platform for religious leaders on joint advocacy, coordinated program response and training, mobilization of local communities around issues of public concern and for channeling resources through local congregations and other faith groups. *R/P-M* is an affiliate of *Religions for Peace (R/P)*. *R/P* is the world's largest and most representative multi-religious coalition advancing common action among the religious communities for peace, with headquarters in New York and regional and national affiliates in over 93 countries.

R/P-M is seeking an experienced professional for the position of Communication Officer based in Yangon. The Communications Officer will be responsible in helping to build the constituency of *R/P-M* and maintaining communications with constituents and partners. The Communications Officer will also be responsible for related tasks of *R/P-M*'s website and social media platforms, providing information for grant proposals and assist Program Manager in proposal development and report writing. The Communications Officer will liaise extensively with other NGOs, INGOs, United Nations officials, government and religious leaders. The Communications Officer reports to the Program Manager of *R/P-M* and works closely with *R/P-M* employees.

Responsibilities

- Assist Program Manager with his/her governance duties
- Develop and maintain a database of potential and current constituents and partners
- Provide timely information and updates to constituents on behalf of the Program Manager
- Maintain and update *R/P-M*'s website and social media accounts (Facebook, youTube pages etc...)
- Liaise with local and international partners on existing projects; develop new partnerships and participate in sector working groups.
- Respond to requests from the Program Department in a timely manner
- Prepare information and documentation for grant proposals and organization record
- Develop success stories for wide dissemination
- Prepare regular activity reports for the program management team

- Provide necessary information to the partners and donors
- Attend meeting and write meeting minutes
- Collect news (hard & soft) especially related to interreligious institution.
- Other duties as necessary.

Required Qualifications and Experience

- Minimum of Bachelor Degree related to media and communication or equivalent in peace studies, conflict transformation, or related fields
- Minimum of THREE years of work experiences in media related and development organization, preferably working in conflict transformation and peace building or related fields
- Demonstrated ability to work in a multi-cultural environment and establish harmonious and effective working relationships with people of all religious and ethnic backgrounds.
- Ability to develop new proposal together with Program Manager.
- Excellent writing, analytical and communication skills in English and Myanmar languages required.
- Willingness to travel to project areas and engage with diverse religious and ethnic groups if needed
- Experience working within and/or engaging with religious communities preferred.
- Proficiency in computer application – Microsoft Office Word, Excel and PowerPoint
- Experience using setting up media objects

BEHAVIORAL EXPECTATION

- Model behavior that reflects a commitment to initiating and satisfactorily completing all tasks within agreed expectations.
- Model behavior that reflects positive organizational values and a holistic, participatory, sustainable approach to development, and behavior that is sensitive to local conditions and culture and the expectations of local leaders.
- Model behavior that facilitates the inclusion of marginalized members of the community in program activities.
- Assure actions are sensitive to the concerns of various parties, trying to develop trust and a long-term perspective where possible.
- Model scrupulous honesty and careful stewardship of financial and other resources.
- Commitment to learn. Open to change and to try new things. Demonstrated initiative, creativity and self-motivation. Demonstrated commitment to ongoing personal development.



- Service to clients and other members of the team and help others to learn and grow. Able to consider other's needs and points of view as well as their own. But can be firm when needed.

Application Instructions

Please send **cover letter, recent CV, and any expected salary** requirements preferably in English to office@rfpmm.org. Three referees should be included in the resume.

Notes:

- Please indicate "**Applying for Communications Officer**" in email subject.
- PLEASE DO NOT send/attach academic certificates.
- Applications are requested to be sent in Microsoft word or PDF format only.
- No phone calls please. Only suitable candidates will be contacted.