

## Communications & Visibility Officer

(Fixed term basis for approx. 30 months, from July 1st, 2024 until December 11th, 2026)

sequa gGmbH, an international organization headquartered in Germany with global project implementation experience supporting private sector development and responsible trade, is seeking a highly motivated individual to join our Myanmar branch office as a **communications & visibility officer**, responsible for ensuring regular, effective communications between the project and its key stakeholders, especially business associations, civil society groups and the wider public in Europe and Myanmar.

This position is with the **Multi-Stakeholder Alliance for Decent Employment in the Myanmar apparel industry**, a 4 year project funded by the European Union and co-funded by private sector retailers, such as Adidas, Bestseller, H&M, Hunkemöller, etc. The **MADE in Myanmar** project focuses on social and environmental performance of factories operating across Myanmar's textile, clothing and footwear sector. Hundreds of factory managers, staff and workers from approximately 200 enterprises participate through the **SMART Factories Programme**, one of the main activities of the MADE project.

### Position starting date

Any time from June 17th, 2024 onwards, and preferably starting not later than July 1st.

### Major responsibilities (80%):

- Communicate and coordinate with technical colleagues to produce fact sheets, case studies, flyers/brochures, posters, etc. **Experience with graphic design is an asset for this task** (especially Adobe Illustrator, CANVA or similar) but those candidates not skilled in graphic design will be considered anyhow if they are able to coordinate effectively with external designers and artists and demonstrate other relevant skills and experience.
- Ensure accurate and effective translation of communications materials between English and Myanmar language. Bi-lingual fluency or near-fluency is essential.
- Obtain quotes, stories and photos of beneficiaries and stakeholders of the project. This shall involve both phone and in-person interviews with garment factory workers, factory managers, business association leaders, trade union leaders and other stakeholders.

- Maintain a media monitoring database. This requires daily reading of relevant Myanmar language media sources and inclusion of relevant article summaries in the online database.
- Manage the project's Facebook page and update it with high quality updates (photos and short article) approximately once per month.
- Arrange and coordinate visibility for any stakeholder events, such as conferences, training workshops and webinars. Work with colleagues to arrange and document training workshops with attendance records, photos, summary articles, etc.
- With colleagues, update the project website as directed, with short articles, post photos, manage calendar updates, etc.
- With colleagues, ensure's the project's factories database is visible, accurate, attractive and informative.
- Ensure colleagues adhere to EU visibility requirements across project activities.
- When necessary, book and manage photographers and photographic libraries.
- Perform other duties as required by the Team Leader or Senior Project Manager.

### **Minor responsibilities (20%)**

- Support the senior project manager to fully equip the project team and partners with essential internal communications tools; set-up meeting rooms which are fully serviceable for online meetings and the hosting of webinars.
- Prospect, maintain and update the lists of media contacts, translation services and photography services.
- Alongside with team leader and senior project manager, ensure project's communication and visibility budget are well planned and effectively used with procurement also of physical visibility items such as staff shirts, pens, notebooks, etc.
- Provide document translation between Myanmar and English language when required, either by directly translating (such as for quite short documents) or by contracting a translator (for longer documents).

- As necessary, assist in project administration with regards to procurement of equipment, booking of hotels or travel arrangements for factory visits and workshops and related administrative tasks.

### **Education**

University certification or degree in relevant field or equivalent professional experience.

Fluent Myanmar and English language skills.

Ability to handle some aspects of design, such as design for flyers and social media posts, using either Adobe software, CANVA, Mac Pages or a similar programme.

A minimum of 2 years professional experience in communications, public relations, graphic design or a similar enough role with a company or non-profit organization.

### **General experience:**

At least 4 years of overall professional work experience.

Some experience with monitoring & evaluation of projects would be a strength.

Experience with Microsoft Excel, Word and similar programs is required.

Experience working in visibility/communications with EU grant projects or other international donor projects would offer added value.

### **Position duration:**

This is a fixed term position. The maximum expected duration is up to 30 months, from mid-June, 2024 until mid-December, 2026.

### **Salary:**

Competitive and based on prior qualifications and experience.

### **Interview and decision schedule:**

The **application deadline is June 6th, 2024**. Interviews will begin from June 7th and continue until June 14th or until a suitable candidate is found. The preferred starting date is July 1st, 2024

**How to apply:**

Email your CV, and also 1 or 2 samples of a flyer/poster/brochure/report or similar item that you have been responsible for developing for a previous employer (either by designing it yourself or managing the design) and a cover letter stating your intentions and recent or preferred salary to:

**jobs@smartmyanmar.org**

Due to an expected high interest in positions, we will only be able to contact candidates that have been selected for an interview.

**Other relevant details:**

The sequa country office is located in Mayangone Township at 7.5 Mile in Yangon. Work from home is possible to a limited extent, typically up to maximum 1 day per week as regular practice.

sequa is an equal opportunity employer and encourages candidates to apply regardless of gender, race, religion or sexual orientation. sequa conducts background checks on job candidates. A history of sexual harassment violations or similarly egregious conduct with previous employers will result in exclusion from consideration. All staff are expected to adhere to the sequa code of conduct.