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JOB OPPORTUNITY #008/14-1

COMMUNICATIONS MANAGER, WWF-MYANMAR

As a part of World Wide Fund for Nature – Greater Mekong, WWF-Myanmar was established in 2014 with the aim to support Myanmar’s development ambitions with a focus on spatial planning and biodiversity conservation in parallel with ecosystem services protection and sustainable livelihoods. WWF-Myanmar is now inviting applications for the position of **Communications Manager** based in Yangon, Myanmar with frequent travel outside of Yangon.

*Only Myanmar nationals are eligible to apply.
Previous applicants need not to apply*

Major Function

The Communications Manager directs efforts to advance WWF-Myanmar’s conservation agenda through targeted communications that reach and catalyze support and change in key constituencies. The Communications Manager is responsible for creating and implementing the communications strategy for WWF-Myanmar; building and maintaining positive profile for our work through impactful media and outreach across key external online and offline communications channels; delivering compelling stories and events that reinforce WWF’s brand, while managing regular and efficient sharing and exchange of information through effective internal communications.

He/she will then:

- Develop and direct the implementation of the communications strategy for WWF-Myanmar
- Develop and maintain positive working relationships with targeted online, print and broadcast journalists, editorial writers, bloggers and columnists, as well as other media influentials.
- Oversee management of media contact database and execute and monitor media strategies and activities.
- Manage press enquires and pursue opportunities for promoting WWF-Myanmar. Organise media training for staff as necessary.
- Provide a “radar function” on emerging issues, and update critical materials such as Q&As and messaging on hot issues to help limit and prevent crisis communications.
- Manage WWF-Myanmar’s digital strategy, ensuring WWF-Myanmar’s website and social media channels are up-to-date and engaging.
- Exploit and promote rigorous communications planning approaches and tools.

- Manage delivery of core communications resources and assets, including reports, briefings, factsheets, project profiles, in Burmese and English, and coordinate production (design and printing), in line with WWF's brand guidelines, and manage distribution
- Contribute to the Greater Mekong newsletter, WWF-Myanmar's sections of the intranet (Google site) and contribute to digital asset management using available systems (e.g., Global Video Network and Global Photo Network)

Required Qualifications

- University degree in communications, media, marketing or related subject. In the absence of a degree, extensive professional experience and proven results in those areas;
- At least 2-5 years relevant professional experience;
- Proven track record in communications projects, media engagement and events;

Required Skills and Competencies:

- Strong managerial skills including, planning, recruiting, motivating team members, and delivering quality outcomes
- Technical/professional knowledge and skills about communication
- Strong interpersonal skills and an ability to develop relationships with a wide range of audiences.

Closing Date: 15 September 2014.

Interested candidates should email vacancy.mm@wwfgreatermekong.org or send a hard copy **cover letter** and **curriculum vitae** in English to 15C Than Taman Street, Dagon Township Yangon, stating the position title. Email application documents should be addressed as **Document_Yourfullname**.

Only short-listed candidates will be contacted.