



SEH THEH FOUNDATION

ကဗိုလ်ဗိုလ် ဗိုလ်ဗိုလ် ဗိုလ်ဗိုလ်
ဆယ်သဲ ဖောင်ဒေးရှင်း

Vacancy Announcement for Communication & Advocacy Officer

Seh Theh Foundation (STF) is a non-profit organization, established in 2013. It mainly helps underprivileged children, youth and marginalized communities including refugees and Internal Displaced persons (IDPs) through its education, development and humanitarian assistance programs. Collaborating with the local communities, STF ensure the accessibility of quality education in rural areas in Karenni State, Myanmar.

As STF is a local organization, STF is trying to promote MTB-MLE, local culture and tradition. Moreover, STF has been doing other educational activities such as, providing teacher training, distributing teaching and learning materials, supporting community teachers' stipends.

Job Title: Communication & Advocacy Officer

Project: System Strengthening

Report to: Research & Advocacy Manager and Communication & Advocacy Coordinator

Duration: Two-years contract

Employment Type: Full Time

Duty Station: Karenni State & Thai-Karenni Border

Application Deadline: ASAP

Roles and Responsibilities

General Responsibilities:

- Represent the Communication and Advocacy team at STF programs meetings or events, educational related events, partner meetings, and collaboration meetings alongside the Research & Advocacy Manager to strengthen STF's advocacy objectives.
- Actively participate in the planning and implementation of STF's communications and advocacy strategies.
- Maintain close coordination with implementing partners, social media teams and other key stakeholders.

Communication and Advocacy:

- Collect and maintain photographic records and news (both hard and soft copies as needed), particularly related to interreligious institutions, for advocacy purposes.
- Develop communication and advocacy tools (brochures, fact sheets, PowerPoint, etc.), including success stories, for board disseminations, donor meetings, stakeholders meetings, and other relevant events, and online outreach to the community.
- Assist the Research and Advocacy Manager in planning and implementing communication and advocacy-related activities, such as data collection trips in the field.
- Support STF's advocacy campaigns, events, awareness meetings and related activities as needed.

Meetings and Reporting:

- Must fully attend monthly and quarterly meetings called by mother organization and monitoring and evaluation, planning and coordination meetings organized by partner organization.
- Participate in monitoring, evaluation, planning, and coordination meetings organized by partner organizations.
- Prepare and organize activity reports, including requests, claims, meeting records, and financial document for the team.
- Assist and technically support to online meetings organized by the organization. Managing Zoom meetings, Zoom accounts.

Collaboration and Coordination:

- Maintain and update STF's social media platforms (e.g., Facebook, YouTube, website and etc...) in collaboration with the IT Support and Network focal person.
- Manage staff emails (for newly recruited and resigned staffs), in coordination with HR Team.
- Work closely with MEAL team and other STF programs to be able to receive the information update in timely manner and provide communication and advocacy tools.
- Support staff in incorporating advocacy goals and strategies into their work.

Other Duties:

- Ensure proper use of STF branding, including logo usage and publication standards.
- Proactively seek opportunities to enhance knowledge and skills related to communication and advocacy to perform effectively.

- Like all staff, manage and maintain both office and project owned property and ensuring the upkeep of office equipment and facilities.
- Perform other related tasks assigned by STF to support the achievement of the organization's goals.

Commitments and Requirements

- Hold at least a Diploma or bachelor's degree with a minimum of 1 year working experience in communication field, IT field.
- Must be able to speak at least one Karenni ethnic language, plus Burmese and English.
- At least an intermediate level of the English language is required.
- Good interpersonal skills and maintain good relationships with all colleagues within the organization, partners and all relevant stakeholders.
- Commit to work for STF as written in the contract and staff are obliged to follow the termination policy in case of contract termination.
- Responsible to follow codes of conduct, policy, and the intentions of STF.
- Ability to work independently with minimum guidance from the supervisor.
- Must be able to work and collaborate with other staff in STF and other partner organizations. (Good team player.)
- Being flexible and ability to work under pressure to meet deadlines.
- Prioritize important tasks and manage time effectively.
- Must be computer literate. (Microsoft office, excel, editing and design)
- Effective communication skills.
- Must be flexible with working hours based on work requirement.
- Willing to travel and stay overnight outside of the duty station.
- Ability to drive motorbikes (Driving License -If possible)
- Aware of local and cultural norms and etiquette
- Show respect to local beliefs and cultures.