



Myanmar Youth Stars Network

Internal Vacancy Announcement

Job Title	Communication Officer
Department	Communication Unit
Employment Status	Full Time
Location	Yangon with occasional travel outside of Yangon (if needed)
Reports to	Program Manager
Application Deadline	10-May-2024

Myanmar Youth Stars (MYS) is an organization, formed by a group of Young people from key population that function as a network to respond to HIV in Myanmar and established in early 2013 in order to response to the inequality, stigma and discrimination towards young people who are marginalized and higher risk of getting HIV infection.

Myanmar Youth Stars Network is currently working with 18 regions across Myanmar in 2012 and has started developing the capacity of individuals in network. The network targeted members young generation of males who have with males (MSM), transgender, people who inject drugs (PWID), male and female sex workers, and people living with HIV (PLHIV) and Vulnerable Young People.

MYS is currently working closely with more than 1,500 YKP across 18 townships in the country in terms of 1.) Advocating for the rights of YKP in terms of HIV and SRH, 2.) Peer-led networking approaches, including online services, 3.) Capacity Building of community members and advocates on relevant issues, and 4.) Community-led research since 2012.

Job Description

Social Media Engagement

- ❖ Assist the Senior Officer in developing and executing social media-based communication materials.
- ❖ Manage Facebook Pages administered by Myanmar Youth Stars Network.
- ❖ Maintain and oversee the branding of MYS social media channels (Facebook, Viber, website, and IED materials).
- ❖ Support seniors in developing content strategy and planning for MYS Facebook Pages, as well as preparing monthly reports.
- ❖ Review, finalize, and ensure quality of content, illustrations, graphic designs, and scripts.

Digital Marketing Perspectives

- ❖ Finalize Key Opinion Leaders (KOL) for video production, as identified by Social Media Officers.
- ❖ Edit, review, and finalize video productions.
- ❖ Take the lead in video production.
- ❖ Collaborate with agencies and the Facebook team to boost posts.
- ❖ Work with freelance digital illustrators and graphic designers for Facebook posts.
- ❖ Negotiate pricing with the Video Production Team and freelancers.

Communication Unit

- ❖ Engage with the YKP and MSM community to connect community issues with social media channels.
- ❖ Develop MYS communication channels such as Facebook pages and websites.
- ❖ Regularly update the Communication Department's work plans.
- ❖ Write articles and upload MYS social activities on the website to enhance engagement with stakeholders and donors.
- ❖ Purchase Zoom Meeting Packages for all projects.
- ❖ Review and finalize MYS branding materials, including Vinyl Designs, ID Card Designs, and Visiting Card Designs.

Content Creation and Editing

- ❖ Create the non-video and video content related to HIV Prevention, Mental Health Awareness and Sexual and Reproductive Health
- ❖ Guide the Project Officer to create quality content by acquiring Health related inputs and resources
- ❖ Coordinate with the Admin Team, participate in quotation and procurement process for outsourcings of video production and content creation to external services
- ❖ Edit the contents created by Project Officer and other sources to ensure that content contain relevant information and messages aligned with MYS's strategy and donor policy
- ❖ Responsible for creating video and non-video content as well as providing inputs and editing of the contents

Financial Tasks

- ❖ Collaborate with the Finance Officer on proper documentation.
- ❖ Regularly check, organize, and update financial documents and follow up with the Finance Officer.

Miscellaneous Tasks

- ❖ Handle logistics for meetings, including materials for the Communication Department and webmail.
- ❖ Manage administrative tasks such as notices and procure necessary items for IT equipment like cameras, CPUs, data servers, and electricity generators.
- ❖ Address IT-related issues, including handling laptop problems, resolving Wi-Fi issues, and improving staff capacity with office applications
- ❖ Collaborate with program stakeholders and partners to develop and implement communication strategies.
- ❖ Monitor and analyze social media metrics to assess the impact of communication efforts.
- ❖ Assist in the organization of workshops, training sessions, and events related to communication and advocacy.
- ❖ Maintain a database of media contacts and facilitate media relations for MYS activities.
- ❖ Contribute to grant writing and fundraising efforts by providing communication-related content.
- ❖ Develop and maintain a content calendar for all communication channels.
- ❖ Conduct regular surveys and feedback sessions to gather insights and improve communication strategies.
- ❖ Stay updated on the latest trends and best practices in communication and digital marketing.
- ❖ Any other duties as assigned by the Program Manager or senior management.

Require Qualification

- ❖ University Degree related to media studies, journalism, public relations, communication or other related degree.
- ❖ At least 1-3 years of experience in a similar role. Experience in working with CSO network will be an asset.
- ❖ Good understanding of marginalized issues/young communities such as HIV/AIDS, SRHR, Mental Health, GBV issues, vulnerable young communities
- ❖ Experience in supporting local partners, civil society organizations, advocacy and campaigns, research/participatory data collections
- ❖ Highly skilled in networking and verbal and written communication ∅ Post-graduate degree in English/Journalism/Mass Communication.
- ❖ Flair for creating compelling content that can engage and influence different audiences from technical updates, reports and case studies.
- ❖ Proven experience in developing and implementing communication strategies for digital platforms informed by insights gleaned from content analytics and audience analysis
- ❖ Experience writing in a range of styles and formats; ∅ Ability to write and proofread both technical and non-technical documents in English; strong writing training a plus;
- ❖ Ability to work in a fast-paced environment and under pressure from tight deadlines.
- ❖ Self-starter, adaptable and able to work as part of a crosscutting and multi-cultural team.
- ❖ Open to travel to project sites for extended periods if required.
- ❖ Burmese with fluency in English speaking, listening and writing skills

Submission of Applications

Qualified candidates should submit an Application Letter (maximum 2 pages), A detailed Curriculum Vitae, myanmar-youthstars.mys.mm@gmail.com, **not later than Friday 10 May 2024.**

Remark: For those who failed to mention or incorrectly mention the apply position title, Programme/Sector name and location in their applications, we will consider those as disqualify and we will not consider for short list.

MYS is an Equal Opportunity Employer and encourages applications from qualified individuals regardless of actual or perceived race, religion, color, sex, age, national origin, disability, sexual orientation, gender identity or expression, marital status, personal appearance.

Young people, Young LGBTQI people, Young Sex Workers and Young People living with HIV are highly encouraged to apply.

Myanmar Youth Stars Network: No (7), Room No (202), AMPS Moe Kaung Condo, (13) Quarter, Moe Kaung Road, Yankin Township, Yangon.

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