

Vacancy Announcement

Spectrum – Sustainable Development Knowledge Network works on Resources, Rights and Justice.

Spectrum is a local initiative focused on the overall goal of *establishing mechanisms to enhance the framework for "National Development" in Myanmar, via constructive engagement on environment, sustainable development and natural resource management matters*. Transparency work is a key focus. Advocacy, policy change, awareness raising, research and communications work along with some field projects are focal areas.

Spectrum is seeking new team members and is advertising for the following 5 positions:

- 1). Communication Officer (1)
- 2). Project Coordinator (2)
- 3). Office Administrator (1)
- 4). HR Coordinator (1)
- 5). Administration Assistant (1)

The following are current specific project interest areas at present:

- EITI/ natural resource revenue transparency
- Budget transparency
- Social Accountability
- Parliamentarian Engagement
- Integrity building / Anti-corruption work
- Community based research
- Land registration and Land use planning
- CSR and Responsible Business
- Investment codes and practices
- Human rights / particularly the Ruggie framework for Business & Human Rights
- Education and Engagement for Children and Youth
- People Centred Energy Policy

Experience and interest in these specific areas will be highly regarded, but is not essential.

Closing Date for Applications for all positions is: **27 July 2015**

Title:	Communication Officer
No. of Post	(1)
Project:	Spectrum – Sustainable Development Knowledge Network
Duty station:	Yangon, Myanmar
Duration:	1 year contract, extension by mutual agreement

Roles and Responsibilities for Communication Officer

The Communication Officer is expected to manage day to day operations of the website and social media in both English and Myanmar, and provide communications support with events and publication.

A. The Communication Officer will be responsible for completing the following tasks: -

1. Use their news sense to ensure that everything published (1) will impact positively on Spectrum's reputation; (2) will not damage relationships with any of our many stakeholders, including government; (3) is relevant to one of Spectrum's key work areas; (4) will not cause legal disputes or religious, ethnic, racial or personal offence to readers or other team members
2. Use their CMS skills to improve the appearance of the Myanmar language site and populate it with useful content for Spectrum's stakeholders
3. Use their proactive attitude to work with the Director and the Spectrum team on a regular basis to identify new material for publication
4. Update English and Myanmar sites with news that is well written and edited
5. Provide excellent translation of Spectrum news stories into both languages
6. Ensure relevant publications in English and Myanmar are uploaded regularly to the site
7. Identify Spectrum news coverage in print and online and post to relevant area of the website
8. Ensure new Spectrum images are identified from field visits and used appropriately to give the site a strong sense of identity
9. Manage contact requests and queries to the website in both languages, responding promptly or redirecting them to the relevant spectrum staff member
10. File all images and documents neatly and appropriately in the back-end of the site and on the Spectrum website hard drive
11. Manage and develop Spectrum Mailchimp account, adding new contacts and providing engaging website updates, reminding staff to submit items for publication, and monitoring popularity of mail outs
12. Upload videos to Spectrum YouTube account and post links on the website to Spectrum coverage
13. Use Google Analytics to monitor website visitors and success of engagement campaigns
14. Develop and manage a single Spectrum Facebook page on a daily basis including:
 - Daily and weekly planning to ensure the page is updated daily with Spectrum news or something of interest from the organisation's perspective
 - Search daily newspapers and websites and communicate with whole Spectrum team to find relevant material to share with readers
 - Set up and manage a single Spectrum Facebook page in partnership with the team
 - Deal with comments and questions in English and Myanmar language
 - Provide dedicated coverage of Spectrum events on Facebook – for example live updates during conferences such as the People Centred Energy Conference, with speaker images and key quotes.

Reporting

Compile, endorse and submit the following reports

- Program Progress Report
- Monthly report to relevant supervisor
- Financial Report (If there is responsible for specified project statement)

B. Qualifications:

- A. At least three years experience in a specific communications role
- B. Educated to degree level (or equivalent)
- C. Strong understanding of how to manage risk and maintain organisational reputation in a communications context
- D. Confidence to work and publish material independently, seeking guidance from senior management when sensitivity of material requires it.
- E. Demonstrable website CMS experience with Joomla! Wordpress or similar
- F. Demonstrable Adobe Photoshop skills with ability to edit images and create basic info graphics for the site
- G. Experience of managing contacts in a database
- H. Demonstrable experience of using social media such as Facebook and YouTube in a professional setting
- I. Team player confident about building relationships and extracting stories and pictures from colleagues
- J. Understands the importance the need for communications planning and performance monitoring
- K. Good spoken and written Myanmar and English.

Title:	Project Coordinator
No. of Post	(2)
Project:	Spectrum – Sustainable Development Knowledge Network
Duty station:	Yangon, Myanmar
Duration:	1 year contract, extension by mutual agreement

Project Coordinator positions will have areas of focus in one or several of the following areas, (one primary focus area, a secondary area and skills enhancement area as well) :

EITI/ natural resource revenue transparency

Budget transparency

Parliamentarian Engagement

Integrity building / Anti-corruption work

Community based research

Land registration

Land use planning

CSR and Responsible Business

Investment codes and practices

Human rights / particularly the Ruggie framework for Business & Human Rights

Education and Engagement for Children and Youth

People centred energy policy

Specific skills, experience and interests in any of the above areas will be highly considered.

Skills, experience and interest in leadership and program management core and crosscutting areas will be highly regarded:

- Project Management
- Donor and partner relations
- Communications, journalism and media
- Gender programming considerations
- Monitoring and Evaluation.

All applicants should specify their preferred primary and secondary focus areas. Applicants who have skills in multiple areas should still highlight their preference for areas of consideration, and note areas of primary skills and experience.

Roles and Responsibilities for Project Coordinator

The Project Coordinator positions will take the lead for implementation of programs and projects in Myanmar. The positions have unique opportunities to harness energy and collective efforts to make a difference to sustainable development.

A. The Project coordinator will be responsible for completing the following tasks: -

1. To coordinate the program and project implementation, building capacities of the project partners, timely reporting and management of overall project.
2. To provide technical advice to the program and project partners through trainings, information sharing, regional exposure.
3. To progress translation projects, develop training manuals, info-kits, guidelines and publications relating to the project and other environment issues.
4. To conduct advocacy and policy work at national and regional levels.
5. To collaborate, contribute to other network, and build alliance for effective network and coordination among organizations and project partners
6. To monitor and evaluate the project activities on a regular basis for effective project implementation and ensure to improve the quality of reporting from program teams by building up the reporting capacity of program team members.
7. To ensure the safety and security of staff with the risk management and facilitate effective coordination among all staff leading to the achievement of strategic objectives.
8. To enhance communication, networking, building good relationships/coordination with other staff, youth groups, and other relevant organizations.
9. To compile and submit program progress reports to donors (narrative and financial) and monthly reports to the Interim Director.
10. To manage internal reporting processes including coordination with Director to ensure timely monthly and quarterly reporting by programme teams.
11. To monitor program/project expenses and approve payments according to approved budget lines.
12. To develop and maintain strategic relationships with potential partners, donors, authorities, community members.
13. To identify and develop organizational partnerships to enhance program efficiency and effectiveness.
14. To contribute to development and implementation of communication plan to be smooth information flow both within organization and implementing partners.
15. To support Director to carry out HR functions at organization level as required (recruitment & Selection, capacity building, line supervision)
16. To carry out specified tasks to fulfill the organizational goals and objectives under the supervision of Supervisor.

Reporting

Compile, endorse and submit the following reports

- Program Progress Report
- Monthly report to relevant supervisor
- Financial Report (If there is responsible for specified project statement)

B. Qualifications:

- A. Degree and significant experiences in land registration, environment, sustainable development, youth activities, indigenous issues or other field relevant to development in Myanmar.
- B. Proven project management, planning and networking experience.
- C. Able to manage staff in a collegial manner, address conflicts and develop their skills.
- D. Strong written and oral communication (both English and Myanmar), interpersonal and facilitation skills, and computer literacy.
- E. Able to work independently, proactively asking for help when needed. Able to work under stressful situations in a security constrained environment.
- F. Regional travel will be necessary.

Title: **Office Administrator**
No. of Post (1)
Project: **Spectrum – Sustainable Development Knowledge Network**
Duty station: Naypyidaw, Myanmar
Duration: 1 year contract, extension by mutual agreement

Roles and Responsibilities for Office Administrator

The Office Administrator position is expected to build the good relationship with government officials/ policy maker for advocacy works and provide general administrative and logistics support to the team for smooth office running in Naypyidaw.

A. The Office Administrator will be responsible for completing the following tasks:-

1. Planning, organizing, providing leadership and controlling all administrative functions.
2. Ensure to liaise for government appointments and follow up with government officers on meeting times.
3. Develop brief presentations of policy messages in briefing documents to government officers.
4. Ensure to maintain stock levels of materials relevant for government, deliveries and follow up on materials requested by government.
5. Ensure front-desk reception is managed in a professional manner; incoming and outgoing communication and records system.
6. Ensure office supplies are managed in a cost-effective and efficient manner.
7. Arrange accommodation, transport and other requirements of team members as well as work related visitors.
8. Assist in organizing of meetings, trainings, workshops, special event and other related activities.
9. Ensure documentation of important documents, records and reports are properly filed (in both printed and electronic copies)
10. Ensure to perform cash management in day to day basis and prepare monthly financial reports to send to the Head office.
11. Manage to deal with landlord and service provider for renovation, maintenance of all office equipment as appropriate.
12. Any other related tasks as assigned by the Director or designee.

Reporting

Compile, endorse and submit the following reports

- Program Progress Report
- Monthly report to relevant supervisor
- Financial Report (If there is responsible for specified project statement)

B. Qualifications and Experience

- A. Degree and some working experiences in Office operating.
- B. Excellent interpersonal, communication and presentation skills.
- C. Able to work together well with team members and other staff, addressing conflicts early.
- D. Good written and oral communication (both English and Myanmar), interpersonal and facilitation skills, and computer literacy.
- E. Able to work under stressful situations in a security constrained environment.
- F. Some travels will be required.

Title:	Human Resources Coordinator
No. of Post	(1)
Project:	Spectrum – Sustainable Development Knowledge Network
Duty station:	Yangon, Myanmar
Duration:	1 year contract, extension by mutual agreement

Roles and Responsibilities for HR Coordinator

The HR Coordinator is expected to provide professional and effective HR and administrative support to the organization that complies to applicable laws, meets the goals of the organization and aligns to best practices. This role gives opportunities to learn and develop skills, as well as contributing to making a difference to sustainable development.

A. The HR Coordinator will be responsible for completing the following tasks:-

1. Develop and implement overall HR strategy issues in line with the organization's mission/ goals.
2. Ensure all HR policies and procedures are up to date and implemented in line with legal requirements and consistently across the organization.
3. Establish and maintain relations with government and other related HR stakeholders when required.
4. Manage the recruitment, selection and hiring of new staff, plan and conduct new employee orientation to foster positive attitude towards the organization and exit interviews are conducted when required.
5. File, maintain and update the employment contracts, local consultancy contracts, service contracts, time sheets, staff leave records, absence list, duty travel records, staff insurance records/ list and ensure managers are supported to deliver their workforce plans.
6. Maintain and update the organization structure and ensure comprehensive and up to date Job descriptions are in place for all roles.
7. Ensure performance management system is established and implemented fairly and consistently across the organization.
8. Facilitated line managers to be smooth review process for annual appraisals/ performance management process
9. Make recommendations on pay and reward that are based on external benchmarking to ensure the organization is able to attract and retain talent.
10. Conduct grievance and disciplinary investigations with Senior Management Team and recommend appropriate measures/ solutions.
11. Coordinate to provide staff training, career planning, training need assessment in relation to staff career development, professional development and leadership development.
12. Ensure to monitor all HR functions are progressing systematically and a line with organizational goals.
13. Perform any other duties and tasks assigned by supervisor.

Reporting

Compile, endorse and submit the following reports

- Program Progress Report
- Monthly report to relevant supervisor

B. Qualifications:

- A. Degree and some working experiences in Humane Resources Management.
- B. Able to work together well with team members and other staff, addressing conflicts early.
- C. Good written and oral communication (both English and Myanmar), interpersonal and facilitation skills, and computer literacy.
- D. Able to work under stressful situations in a security constrained environment.

Title:	Admin Assistant
No. of Post	(1)
Project:	Spectrum – Sustainable Development Knowledge Network
Duty station:	Yangon, Myanmar
Duration:	1 year contract, extension by mutual agreement

Roles and Responsibilities for Admin Assistant

The Admin Assistant is expected to assist professional and effective administrative support to the organization that meets the goals of the organization and aligns to best practices. This role gives opportunities to learn and develop skills, as well as contributing to making a difference to sustainable development.

C. The Admin Assistant will be responsible for completing the following tasks:-

- Assist to organize travel arrangements and office activities/ events management for staff and visitors in line with administrative rules and procedures.
- Ensure front-desk reception is managed in a professional manner; incoming and outgoing communication and records system.
- Ensure office supplies are managed in a cost-effective and efficient manner and oversee the regular maintain of office equipment, furniture and assets.
- Arrange accommodation, transport and other requirements of team members as well as work related visitors.
- Assist in organizing meetings, trainings, workshops, special event and other related activities.
- Ensure documentation of important documents, records and reports are properly filed (in both printed and electronic copies)
- Manage dealing with landlord and service provider for renovation, maintenance of all office equipment as appropriate.
- Arrangement of IT service needs and carrying out basic routines.
- Regular update the asset, inventory list, office records and maintain a filing system.
- Ensure effective communication within the office through the maintenance and updating of the office diary and notice boards.
- Update staff contact list, INGOs & LNGO contact list when necessary.
- Ensure all the payment requested for air ticket, accommodation, monthly bills (electricity, telephone and internet, ect.) are done within deadline.
- Ensure the smooth management at the publication process and oversee the distribution and stocks lists.
- Update and track the processing of procurement actions.
- Perform any other duties and tasks assigned by supervisor.

Reporting

Compile, endorse and submit the following reports

- Program Progress Report
- Monthly report to relevant supervisor

D. Qualifications:

- E. Degree and some working experiences in Office administration.
- F. Able to work together well with team members and other staff, addressing conflicts early.
- G. Good written and oral communication (both English and Myanmar), interpersonal and facilitation skills, and computer literacy.
- H. Able to work under stressful situations in a security constrained environment.

Applications are sought from qualified people with project experience, a passion for environmental practice improvement and sustainable development, and with good teamwork and communication skills. For the Program Coordinator, appropriate technical skills are also essential. Fluency in English is highly desirable.

Application Procedure: All interested candidates should send their application letter, CV with at least two referees, along with 1 passport size picture attached, by 5pm on the closing date. Only short listed candidates will be contacted for an interview. Applications should be sent by email to: spectrum.hr2009@gmail.com

Closing Date for Applications **27 July 2015**