



Vacancy Announcement

The Centre for Economic and Social Development (CESD) is an independent think tank in Myanmar supporting evidence-based policy making while dedicating to result-based knowledge sharing and people-centered public advocacy; The Centre undertakes policy-relevant research studies related to economic reforms, social development, and good governance in Myanmar. It also provides training and advocacy services for key stakeholders, public institutions and private sector organizations contributing to economic transformation of Myanmar. The Centre also implements special projects and provides technical assistance and support services to various government agencies and local institutions while actively engaging in public and advocacy and dissemination. The Centre respects dignity and equal opportunity of all staff.

Job Title	: Media and Communication Officer
Report to	: Senior Policy Coordinator
Number of position	: 1 post
Location	: Yangon with frequent travel to across Myanmar

Scope of Job: Associate work with senior researchers and responsible for overall Social media and communication management.

Duties and Key Responsibilities

- Maintain and update the CESD website and social media outlets for project activities and CESD internal activities (both English and Myanmar), proactively working with project teams and individual staff to identify and write up news stories and staff biographies, publish research finding and update exiting content while monitoring updates relevant to CESD programs
- Attend the program meetings, events and publicize them and work with project team to develop public relations materials, resulting in media coverage and reputational gains
- Maintain strong relationships with key stakeholders: civil society, private sector associations, development partners and government by attending external meetings and workshops and report weekly updates to relevant authorization person
- Drafting the CESD press releases, translation/interpreting and manage the information and communication functions
- Any other duties as assigned by Senior Policy Coordinator and management committee

This job description is not exhaustive; it merely outlines the key duties and responsibilities of the post. Any changes to this job description will be made in consultation with the post holder.

Qualification and attributes:

- Must be a graduate in B.A (Journalism) from National Management Degree College or any bachelor degree with Diploma in Information Technology or Communication Management
- Must have 3+ years working experience in relevant fields
- Experience in translation skills in English to Myanmar and Myanmar to English.
- Proven computer literacy in office programs, database skills and additional skill of website maintenance, desktop publishing and other media software will be a plus



Centre for Economic and Social Development

No. (27), Pyay Road, 6 ½ Mile, Hlaing Township, Yangon, Myanmar. www.myanmarcesd.org Tel: +95 1 654770, Fax: +95 1 654771

- Must be proficient in English Language and have excellent command of written and spoken English and Myanmar languages
- Able to work in under pressure and work in a multicultural context
- Flexible and willingness to go to project area across in Myanmar
- Able to work in multidisciplinary and multicultural environment
- Good communication skills and ability to build amiable relationships with coworkers

Interested applicants should apply by sending a cover letter and CV or resume to cesdhringmanager@gmail.com (or) Centre for Economic and Social Development, No. 27, Pyay Road, Hlaing Township, Yangon (behind 6 and half miles bus stop) **by 31st May 2019**. CESD will contact only shortlisted candidates for an interview.

CESD is an equal opportunity employer. We welcome and encourage applications from minority and under-represented groups. Learn more about CESD at www.myanmarcesd.org

CESD will contact only shortlisted candidates for an interview

Application deadline: (Friday) 31st May 2019