



Special Advisory Council for MYANMAR

Digital Communications Assistant Job Description

The Special Advisory Council for Myanmar (SAC-M) is seeking a Digital Communications Assistant. SAC-M is a newly formed high-profile advocacy group, comprised of three former UN mandate holders and internationally recognised experts on Myanmar, who have come together to support the peoples of Myanmar in their fight for human rights, democracy, peace, justice and accountability.

Working across digital platforms, primarily SAC-M's website and social media channels, the Digital Communications Assistant will:

- Support the ongoing development of a high-profile digital presence for SAC-M that reflects and reinforces the eminent status of SAC-M's members;
- Maximise the reach and impact of SAC-M's advocacy work;
- Amplify the presence and advocacy work of SAC-M and SAC-M's individual members in traditional media.

The Digital Communications Assistant's primary responsibilities will be for developing high-quality and engaging visual content for online use based on SAC-M's key messages and advocacy targets, keeping SAC-M's website up to date with latest content and media, and maintaining an active presence on SAC-M's social media channels.

The successful candidate will have a demonstrable interest in digital communications as well as an understanding of the human rights and political situation in Myanmar. You will have experience of using digital design programmes and content management systems, along with a close eye for detail and strong written and visual communication skills. This is an excellent opportunity for the right person to build their digital communications experience in a small, newly formed and high-profile advocacy organisation.

The Role

Working closely with the SAC-M Coordinator, the Digital Communications Assistant will:

- Create high-quality and visually engaging digital content based around SAC-M members' quotes and key messages as well as SAC-M statements and advocacy targets;
- Upload digital content, statements and other SAC-M material to SAC-M's social media platforms and website on a timely basis;
- Actively engage with SAC-M social media platforms to build SAC-M's digital profile; manage online community engagement, moderating comments and responding to / forwarding inquiries;
- Ensure SAC-M's website is up to date and visually engaging;
- Manage SAC-M's mailing lists;
- Monitor social and traditional media for comments and interviews by SAC-M's members;
- Edit video and other media involving SAC-M members, circulate on social media and upload to SAC-M website;
- Monitor developments concerning the human rights and political situation in Myanmar;
- Join internal SAC-M meetings;
- Carry out other reasonable tasks to support SAC-M's work as needed.

Person Specification

The ideal candidate will have:

- Experience of working on digital communications for an organisation or campaign;
- Experience using digital design programmes;
- Experience of using social media platforms for an organisation or campaign;
- Excellent English; knowledge of Burmese and / or another language of Myanmar is a significant advantage;
- Strong interest in digital media;
- Able to work collaboratively and sustain effective working relationships with colleagues and partners working remotely;
- Understanding of human rights and the situation in Myanmar;
- Understanding of and commitment to SAC-M's work;

Contract

This is a salaried 50% role, or 17.5 hours per week. The contract duration is for one year.

To Apply

Interested candidates are requested to submit a cover letter, CV, and contact details of two referees, in English. Only complete applications will be reviewed. Due to limited capacity, we are unable to contact each applicant individually regarding the status of their application. Candidates selected for interview will be notified.

Please email your application to: info@specialadvisorycouncil.org with the subject heading “Application: Digital Communications Assistant”.

Applications are being accepted on a rolling basis. Interested applicants are encouraged to apply as soon as possible, as applications will be reviewed as they come in.