



Special Advisory Council for MYANMAR

Media Assistant Job Description

The Special Advisory Council for Myanmar (SAC-M) is seeking a Media 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 with traditional media platforms, the Media Assistant will:

- Support the ongoing development of a high-profile media 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;
- Promote the presence and advocacy work of SAC-M and SAC-M's individual members in traditional media.

The Media Assistant's primary responsibilities will be for building and maintaining relationships with journalists, identifying and supporting media opportunities and promoting coverage of SAC-M advocacy targets in print, online and broadcast media.

The successful candidate will have experience working in media or public relations as well as an understanding of the human rights and political situation in Myanmar. You will have experience of working with the media and developing press material on politically sensitive issues. This is an excellent opportunity for the right person to develop their media experience in a small, newly formed and high-profile advocacy organisation.

The Role

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

- Build and maintain relationships with key journalists and commentators;
- Respond to enquiries from journalists;
- Manage SAC-M's media lists;

- Format and circulate SAC-M press releases and statements;
- Identify media opportunities for SAC-M;
- Assist in writing media pitches, press materials and op-eds;
- Pitch media pitches, press materials and op-eds to targeted outlets;
- Support SAC-M press conferences and webinars;
- 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 with the media or in a public relations role on politically sensitive issues;
- Experience of developing press materials on politically sensitive issues;
- Excellent English; knowledge of Burmese and /or another language of Myanmar is a significant advantage;
- Strong interest in 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: Media 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.