

Job Description of Communication Assistant

The Extractive Industries Transparency Initiative (EITI) is a global standard for transparency and accountability in the oil, gas and mining industries. The aim of EITI is to improve openness and accountable management of revenues from natural resources so that they lead to growth and socio-economic development for a country and its citizens.

Governments formally sign up to EITI and commit to work with companies and civil society to implement EITI in their country. EITI requires government to publicly disclose all relevant payments received from extractive industry companies, and at the same time companies are required to publicly disclose all relevant payments made to government.

The EITI process is overseen and implemented by a multi-stakeholder group of government, companies and civil society that decides what the scope of EITI should be in their country. **Myanmar became a candidate country in July 2014**, and produced the first EITI report in January 2016, and 2nd and 3rd report on March 31, 2018. The 4th MEITI report was submitted on 31 March 2019.

The validation of MEITI was started in July 2018 and Myanmar has become EITI member country in August. **On Oct 16, 2019, Myanmar has achieved meaning progress in implementing the EITI Standard.**

The Myanmar EITI's National Coordination Secretariat (NCS) supports the Multi-Stakeholder Group (MSG) of government, companies and civil society in the EITI process in the country to ensure the coordination, administrative, technical, logistical and communications services in this process.

The Communications Assistant of MEITI – NCS supports MEITI in meeting its communication objectives as outlined in the Communications Strategy and Work Plan; including effective and timely communication among core EITI stakeholders, support to the MSG subcommittees, and regular updating to the public and media on MEITI's work.

Duties and Responsibilities:

- Preparing for MSG meetings, sub-committee meetings and sub-national meetings; including preparing and sending invitations, preparing for the meetings, writing meeting minutes, arranging for review, finalization and distribution of meeting minutes
- Supporting in Communication Team in facilitation of Communication and Outreach meetings and sub-national meetings

- Documenting EITI process & maintaining photographic and written records of all MEITI meetings and events
- Maintaining digital and physical library with the support of Communication Officer and Senior Communication Officer
- Updating a calendar of all EITI events and deadlines and sharing this with key stakeholders
- Supporting the implementation of MEITI Communication Strategy and Plan
- Supporting the development of communications materials and organizations of events
- Supporting MEITI information including EITI reports and materials dissemination with related stakeholders and media
- Supporting Communication Team in providing technical support and trainings to sub-national coordination units
- Report to Programme Manager, Senior Communication Officer and Communication Officer
- Supporting in other related tasks of Communication Team

Qualifications:

- Bachelor level qualification in Communication Arts, Journalism, Public/Media Relations, or any other relevant field
- Fluency in written and spoken English and Myanmar
- Experience in translation (Myanmar, English)
- Experience in working with multi-stakeholders
- Must have good interpersonal communication skills
- Should be organized, systematic and dynamic and must interact well with others
- Ability to work with a team or individually and to take initiative
- Ability to use Microsoft Excel, Word, PowerPoint and other communications software/ tools
- Knowledge and experience in EITI are an advantage but not mandatory

We highly encourage women and people from minority backgrounds to apply.

Please submit your application (CV, cover letter, expected salary and two referees with contact details) by email to communication@myanmareiti.org with specific subject **“Application for Communication Assistant Position (Applicant Name)”** by 5:00 PM on **15th November, 2019 (Friday)**.

*Please note that only shortlisted applicants will be contacted for personal interview. *