CARE International is one of the world’s largest independent development and humanitarian organizations dedicated to ending poverty and injustice. CARE’s vision is a world of hope, tolerance and social justice, where poverty has been overcome and all people live in dignity and security. Since 1995, CARE International in Myanmar (CARE Myanmar) has worked in partnership with remote, rural, conflict-affected and urban communities, government and non-government actors to reach those affected by humanitarian crisis and living in extreme vulnerabilities through a non-religious and non-partisan approach.

Putting women and girls at the centre of our work, whilst equally focusing on engaging men and boys, CARE Myanmar’s 15-year Long-Term Programs focus on achieving lasting change for women and girls in urban areas; and women and girls in remote, rural and conflict-affected areas. CARE International Myanmar is currently working with around 200 staff currently operating from 8 field offices across Myanmar, supported by our main office in Yangon.

CARE’s Aung Myin Hmu (AMH) project, in collaboration with the Ministry of Labour, Immigration and Population (MoLIP), supports the growth of the industry through a strengthened vocational training system and safe workplaces for garment workers. AMH offers skills training and a range of support services to migrant women and men in the AMH Garment Skills Training Centre in North Dagon, which enables them to find work in the garment industry.

AMH is funded by the Livelihoods and Food Security Trust Fund (LIFT) and implemented by CARE International in Myanmar, with the assistance of Legal Clinic Myanmar and Business Kind Myanmar. AMH works in close cooperation with the Ministry of Labour, Immigration and Population (MoLIP), the private sector, and civil society organizations.

CARE International in Myanmar is looking for a suitable candidate for the following position:

**Information Coordinator (1) Position - National**

Basic Salary + 13th Month Annual Bonus + 14th Month Salary + other Benefits

**Grade:** F

**Duty station:** Yangon

**Supervisor:** Director – Strategic Coordination

**Purpose of the Role**

Increasingly, migrant workers want to access training before starting work in their chosen career. There is a lack of easily available information on training opportunities for Migrant workers, not only about job opportunities and practical aspects of migration, but also about training. As part of the CARE-Aung Myin Hmu team The Information Officer will play a key role in linking training providers with organisations seeking training opportunities for beneficiaries.
This position responsible for research and dissemination of training opportunities, safety information and essential pre-departure and post-arrival information to inform internal migrants decision-making around seeking training.

Critically, the Information Coordinator is responsible for developing and maintaining a database of information on training services and safe migration ensuring that it is available for internal migrants, training providers and service providers.

Engaging with ‘sending’ organisations and training providers, this position is expected to develop an information platform, increasing and improving access to training by internal migrants.

Furthermore, the Information Coordinator is to manage the relationships with development partners, training providers, Civil Society Organisations (CSOs), and government agencies in order to inform new training content that focuses on increasing protection for migrant women in urban centres.

The role has extensive travel to migrant source areas in Ayeyarwaddy, Rakhine, central and other parts of Myanmar.

**MAIN RESPONSIBILITIES**

**INFORMATION MANAGEMENT AND COORDINATION**

- Establish and maintain a database of Development Partners, the CSOs and other groups who connect migrants with training;
- Research the training provided by Government agencies, NGOs, Development Partners and Private Sector;
- Research places and organisations to disseminate information including: community centres; Sunday Cafes; hostels; industrial zone management offices; and the Ministry of Labour, Immigration and Population (MoLIP) Labour Exchange Offices;
- Research other streams of information which are being disseminated to migrants by various initiatives including LIFT-supported initiatives;
- Develop an information platform to link training providers, migrants and the CSO’s;
- Support the development of a practical pre departure handbook and training for migration hubs: Yangon, Pathein, Mandalay and Bago including travel and accommodation details, services, training and employment;
- In cooperation with the AMH Communications Officer, manage the posts on social media to raise the profile of the Training Centre among target groups and to disseminate the training opportunities and safety information for migrants;
- In cooperation with the AMH Communications and Marketing Team support the development of IEC including but not limited to posters, brochures, social media posts, press releases, banners, etc;
- Provide support in planning, organizing and executing meetings and public events; and
- Maintain and regularly update a database of sources, and ensure systematic filing system for documents and all files are placed in a secure place.

**MEDIA RELATIONS**

- Support in handling media enquiries where appropriate, in close cooperation with the Communication officer; and
- Support to produce press releases for key milestones or events.
PARTNERSHIPS AND NETWORKING
- Develop and maintain effective relationships with relevant internal and external stakeholders; and
- Participate in related forums, workshops, meetings, or other events as required;

COMMON ACCOUNTABILITIES FOR CARE MYANMAR STAFF:
- To proactively participate in the Annual Planning and Performance Appraisal (APPA) process including the annual appraisal, midyear review and regular 1:1 meetings, ensuring that the APPA process (including the paperwork) is an integral component of Annual Work Plans and activities as ways of improving performance and outcomes;
- Engage in emergency preparedness, assist in any emergency response as required;
- Promote a safe and secure work environment; foster a culture of safety and security awareness and ensure compliance with the safety and security policies, procedures;
- Demonstrate an ongoing commitment to Gender Equality, Diversity, Child Protection and Protection from Sexual harassment, Exploitation and Abuse; and
- Comply with CARE Myanmar’s financial and operational requirements, foster strong communication between operations and program teams and uphold high standards of honesty and integrity in personal conduct.

EXPERIENCE AND QUALIFICATIONS:
- Minimum Masters’ degree in Communications, Information Management or in related field or a Bachelor’s degree with 5 years relevant work experience in related areas especially in an International Non-Government Organisation (INGO) or similar organization;
- Proven experience in research;
- Proven experience in networking and engagement with government, civil society organisations, and donors;
- Proven experience in effective strategic planning, direction setting, strong conceptual, and analytical skills;
- Demonstrated high level organisational and time management skills, including the ability to plan, and manage workflows and balance competing priorities to ensure timely processing to meet deadlines in a complex environment;
- Proven communication and representation skills including developing networks and relationships and presenting technical subjects to both internal and external audiences;
- Demonstrated good leadership, decision making, problem solving, analytical and influencing skills;
- Minimum intermediate (very good) written and oral communication skills in English and excellent in Myanmar language; and
- Minimum, intermediate (very good) understanding of desktop-based programs, including word processing packages and power point. Excellent desktop skills are preferable.

To apply for this rewarding position please send a cover letter stating against the selection criteria maximum 2 sentences for each selection criteria, along with a current C.V., and copies of any references or testimonials to the address below not later than 4th November 2019. Only successful candidate will be contacted for interview.
CARE is an equal opportunity employer committed to a diverse workforce. Women, ethnic minorities and people with disabilities are strongly encouraged to apply.

CARE is committed to Child Protection and Protection from Sexual Exploitation and Abuse, applicants are advised that appointment will be subject to appropriate background checks and screening.

Note:
- Application will not be successful if applied position is not mentioned correctly.
- For internal candidates: Applicants should inform the respective line managers at the time of application.