

**Job Announcement No. 26-16**  
(Position located in Yangon, Myanmar)

Date Issued: 17 November 2016

**Terms of Reference**

**Position title:** Programme Assistant – Media Development and Memory of the World

**Organizational unit:** UNESCO Yangon Project Office

**Grade:** L – 5 (Salary - USD 850)

**Contract type:** Service Contract

**Duty station:** Yangon, Myanmar

**Duration of the contract:** 3 months probationary period with further extension based on satisfactory performance and availability of funds

**Deadline for application:** 11 December 2016

**Report to work:** As soon as possible

**Background:**

Communication for Sustained Livelihood and Food Security project

In partnership with the Ministry of Information, UNESCO is implementing a project “Communication for Sustained Livelihood and Food Security” to promote access to adequate, accurate and timely development information which is necessary to enable the people to improve their lives and reduce poverty. Information on agriculture inputs, market prices, agricultural practices and innovations, and non-agricultural livelihood opportunities are neither readily available nor accessible in Myanmar. Access has been constrained by economic, technical, social and even political reasons. This project is consistent with continuing democratic reform initiatives with emphasis on attaining Freedom of Information.

The project aims to facilitate access to development information by marginalized groups in the rural agricultural sectors which will enable them to make informed choices and decisions needed to improve quality of life and reduce poverty. Access to development information can be facilitated by frontline information and extension workers from government agencies and local NGOs, community-based information infrastructures, and mass media (news agencies).

Memory of the World (MoW) programme

UNESCO will work with stakeholders in Myanmar to implement the project “Safeguarding the Documentary Heritage of Least Developed Countries and Small Island Developing States in Southeast Asia through the UNESCO Memory of the World programme”.

The project aims to support Myanmar in the preservation and access to its rich documentary heritage through the establishment of the Myanmar National Memory of the World Committee,

increased nominations to the MoW registers, and increased awareness of the significance of documentary heritage of Myanmar. The project will include the following activities in Myanmar:

- Workshop on the MoW programme and the establishment of a National Committee
- Workshop on the development of nominations to the Memory of the World registers
- National study of significant documentary heritage in Myanmar
- Exhibition and publication of the significant documentary heritage of Myanmar

A Programme Assistant is sought to assist in programmatic and administrative support of the “Communication for Sustained Livelihood and Food Security” project and Memory of the World programme, in particular providing assistance to UNESCO staff and consultants in project implementation. The Programme Assistant may also be called upon to assist with implementation of other UNESCO communication and information projects as needed.

### **Major duties and responsibilities:**

Under the overall authority of the Director of the United Nations Educational Scientific and Cultural Organization (UNESCO) Asia and Pacific Regional Bureau for Education and the direct supervision of Head of Yangon Office, in close collaboration with the Communication and Information Advisor in the Bangkok Regional Office, and Media Development Specialist and the Programme Officer in UNESCO Yangon Office, the incumbent will provide programmatic and administrative support to UNESCO Communication and Information programme activities in Myanmar.

In particular, the incumbent shall:

- Assist in coordinating UNESCO’s project “Communication for Sustained Livelihood and Food Security” with the Ministry of Information, development partners, and other government and local partners, as well as the Memory of the World programme in Myanmar.
- Provide administrative support in the implementation of the activities as per the work plan of the projects.
- Provide administrative assistance in organizing meetings, workshops and trainings as well as logistical and administrative support to UNESCO experts and consultants’ missions.
- Assist in the coordination of the thematic working group on media development which is co-led by MOI and UNESCO.
- Maintain and update files and records of the project, including project inventory lists and communication with the Government and other stakeholders.
- Support the CI team to advocate the work related to the above projects with local media and partners.
- Carry out other work or responsibilities as assigned by the Head of UNESCO Yangon Office and in coordination with the CI team to support UNESCO’s Communication and Information programme activities in Myanmar.

### **Qualifications/Requirements:**

**Education:** University degree or equivalent professional training relevant to knowledge management, communications or business administration.

**Language:** Excellent written and spoken English and Myanmar.

**Experience:** Minimum 5 years of working experience in a similar function or a related field; proven ability to work efficiently, under pressure, and in a multi-cultural environment.

**Competencies:** Good computer skills including Microsoft Office; good knowledge of filing systems, correspondence management, ability to work independently on delegated tasks; excellent organizational, interpersonal, and communication skills combining good teamwork spirit; additional training in administrative and business practices or experience in tracking budgets and expenditures as an advantage.

In line with UNESCO's overall gender mainstreaming strategy, the incumbent is expected to integrate a gender perspective in all activities and apply gender analysis and mainstreaming concepts whenever feasible.

**Apply To:** Interested applicants, who hold Myanmar citizenship, are invited to submit a cover letter (Referencing the **Job Announcement No. 26-16**) accompanied by a full resume stating details of educational qualifications and working experience, present income, home and office telephone numbers, and a writing sample in English (hard copy or e-mail) to:

**UNESCO Yangon Project Office**  
**Attention: Head of Office**  
**UN Building No.6 Natmawk Road, Tamwe Township**  
**Yangon, Myanmar**  
**Fax: +95 1 544531**  
**E-mail: [yangon@unesco.org](mailto:yangon@unesco.org)**

*Only short-listed candidates will be contacted.*