**Vacancy Announcement**

<table>
<thead>
<tr>
<th>Job title</th>
<th>Information &amp; Documentation Director</th>
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<tr>
<td>Duty Station</td>
<td>Taunggyi (Southern Shan State)</td>
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<td>Report to</td>
<td>Country Director</td>
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<tr>
<td>Contract Duration</td>
<td>12 months (Probation 3 months) and extendable</td>
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<td>Salary scale</td>
<td>800,000-950,000 Kyats</td>
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<td>Close Date</td>
<td>31(^{st}) January, 2020</td>
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SWAN is a network of Shan women active in Shan State and Thailand. It was founded on 28 March 1999. Its mission is to work on gender equality and justice for Shan women in the struggle for social and political change in Burma through community based actions, research and advocacy.

SWAN is a founding member of the Women’s league of Burma (WLB), an umbrella women’s organization comprising 13 women’s groups from Burma.

**Core responsibility**
Information & Documentation Director will work for I&D department to be on time in implementation. Information & Documentation director will work with other department director for advocacy and support other program to promote human rights and well-being of women and children by providing information through many information channels.

**Main Responsibilities**

- Responsible for research, data collection and finding information for department activities
- Develop and writing success story, newsletter, scripts or articles related to SWAN
- Responsible for designing and disseminating high quality communication materials
- Oversee the production of quality media in various forms
- Manage editing and proof reading all public document including social media
- Coordinate with other program and preparing message on health education, human rights and other program related information to community.
- Coordinate with the program director for documentation and identifying advocacy issues
- Develop the information strategy including monitoring and evaluation
- Responsible for proposal including budget, narrative report and financial report according to funders’ requirement
- Regular monitoring and analyzing the advocacy and information channels
- Supervise the I&D department staff regularly for ensure that they are performing their tasks efficiently
- Manage and solve the problem related to the department’s day-today operations
Make sure that budget plan is develop and send to finance department in time
Make sure that department expenditure is in line with Financial procedure
Responsible for program’s three-month report, six-month and annual report
Support and coordinate SWAN activities such as trainings, campaigns, meetings, workshops and events
Participate at relevant meetings and events
Support maintenance and update of data-base including SWAN information/advocacy email listing
Support maintenance of SWAN library, including collecting and supervising cataloguing
Support the efficient flow of information among SWAN members and key stakeholders
Seek feedback, and consider suggestions when deciding whether to implement new practices
Provide regular activity updates to all staff members in the organization
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Carry out any other activity as assigned by Country Director

Qualifications, Skills and Experiences

- Myanmar National and Women applicant more preferable
- Degree in social science work or other related field
- At least 2 Years experiences of program management or director roles
- At least 1 year experiences of Information & Documentation and Advocacy
- Knowledge and experience with media production, dissemination techniques and methods
- Proficient in use of computer applications related to the tasks
- Strong practical problem-solving skills and positive attitude
- Good decision making skills, interpersonal and team building skill
- Good in research, Analytical skills and reporting skills
- Good communication skill and coordination skill
- Ability to work under pressure, as part of a team or independently, and meet deadline consistently
- Previous work with or within women’s organizations preferred
- Excellent interpersonal and verbal communication skills, and confidence in working with people from a range of backgrounds and cultures
- Ability to communicate effectively in writing and orally in English (Ability to communicate in Burmese & Shan will be an advantage)
**How to apply**

A cover letter and recent CV demonstrating how the candidate meets the above-stated qualifications, as well as any supporting documentation, should be submitted to nangmyatheingisoe@shanwomen.org (or) nangmuayzarm@shanwomen.org.

**Only short listed candidates will be invited for an interview**

*Deadline for applications: Not later than 31st January, 2020*