



## **JOB DESCRIPTION**

### **Communications Officer**

**EuroCham Myanmar is looking for a Communications Officer to join our strong and close team. We work to support European businesses in Myanmar, counting a strong network of 110 members currently. We release daily Myanmar email updates for members to stay up to date on the latest political and economic developments, advocate our members interests and organize various thematic online and in-person events.**

**As Communications Officer you will be responsible for rolling out a communication strategy, leading our external communications. Working in close alignment with the Head of Operations, the Communications Officer will be the focus point in our team for newsletters, our social media and you will work closely together with other team members on the organization of events.**

**We are looking to fill this position from July onwards. To apply, please send your resume and motivation letter to [info@eurocham-myanmar.org](mailto:info@eurocham-myanmar.org) mentioning: 'Application Communication Officer'.**

For more details, please refer to the below:

**Job title:**

Communications Officer

**Position in the organization:**

The Communications Officer reports directly to the Head of Operations at EuroCham Myanmar

**Job Outline:**

The Communications Officer will serve as the primary staff for the execution of the communications and marketing of the Chamber. Strategic planning and direction setting will be done in close alignment with the Head of Operations, but the Officer is expected to take the lead in ensuring external communications among EuroCham Myanmar channels on a continuous basis.

### **Job description:**

- Develop and deliver the communication plan of EuroCham Myanmar
- Set, monitor and optimise the budget related to EuroCham Myanmar's communication efforts
- Handle all incoming communication and marketing related enquiries
- Follow up the website and update information and activities of EuroCham regularly
- Manage the Chamber's communication channels (website, social media, printed documents, etc.)
- Provide support to trade, exhibitions, conferences, and forums by using promotional tool(s) and prepare service agreements for sponsorship
- Prepare e-Newsletter weekly/monthly with investment information, articles, interviews, event review, job opportunities and other EuroCham-relevant information
- Provide supervision and guidance for EuroCham publications such as designing calendar and directory of EuroCham Myanmar, publishing privilege cards, etc...
- Keep in touch with media in order to increase awareness of the Chamber programmes and activities

### **Requirements**

We are looking for an experienced professional with strong analytical and problem-solving capacity, who has a proven track record in developing and executing communication strategies. Strong ability to drive forward projects and to further build the Chamber's external communications. Our ideal candidate has experience in graphic design and development of communication materials.

Moreover, the successful candidate will have the following personal skills:

- Professional attitude and high degree of intercultural sensitivity
- Solution-oriented thinking and hands-on mentality
- Ability to work in a team and independently
- Highly detail oriented
- Ability to handle multiple assignments and requests and prioritize accordingly
- Ability to meet assigned deadlines

**How to Apply: Applications (CV and motivation letter) should be addressed to Ms. Gerdien Velink, Head of Operations & Business Growth of Myanmar, exclusively by e-mail to [info@eurocham-myanmar.org](mailto:info@eurocham-myanmar.org)**

Only shortlisted candidates will be notified and invited for interview.