

## VACANCY NOTICE

We are a Research Institute based in Thailand and looking for a highly motivated person for the position of “**Communication Officer**”.

Post Title:	<b>Communication Officer</b>
Reporting to:	Program Head
Contractual Status:	Annual contract
Start Date:	<b>As soon as possible</b>
Application Deadline:	31st March 2026
Post Duration:	Initial 8 months (With potential to renew annual contract based on performance and funds availability)
Duty Station:	Chiang Mai, Thailand

### Duties and responsibilities

Under the direct supervision of Program Head, the Communication Officer will perform the following duties:

#### Implementation

- Lead translation (between Burmese and English) or lead the copyediting and the coordination process for ISP-Myanmar, encompassing internal and external materials, reports, and various written content.
- Engage in the editing and proofreading processes during the final design and publication on the website and social media, particularly emphasis on the assigned edition (Burmese or English).
- Ensure error-free outputs that adhere to high-quality standards.
- Create content for social media and websites of ISP-Myanmar based on the analysis and findings of the research department as well as promotional materials for ISP.
- Actively contribute to initiatives aimed at expanding audience size (both on digital outreach and in-person outreach) and enhancing engagement levels on various platforms, both domestically and internationally.

## Planning and organizing

- Help and support Program Head for necessary documents and planning in program activity budget, output calendar and work plan. Take initiatives in exploring techniques, tools, processes to improve the overall team's performance and provide options to the Program Head.
- Based on the required outputs, coordinate work with the other teams or external contractors or partners to ensure the project timeline is met.

## Team management

- Assist the Program Head in organizing and planning team meetings, team-building activities, and capacity-building initiatives. Take the lead role in the absence of the Program Head.
- Create and maintain a positive and constructive spirit of the team to be a productive and healthy working environment.
- Lead by example in attendance, timeliness, completing assigned work and responsibilities, producing creative and high-quality outputs, and coordinating and communicating within and across teams.
- Assist the Program Head to ensure all team members adhere to the ISP-Myanmar's office policies and protocols.

## Administration, documentation and reporting

- Lead and maintain good records of work done, payments and administrative work for the external contractors for ISP-Myanmar.
- Prepare data and draft the donor reports.
- Other tasks assigned by the supervisor.

## Qualification and Requirement

- Bachelor's degree in Communications, Journalism, Public Relations, or a related field,
- Minimum two years of relevant professional experience in communications, preferably within a research institution, think-tank, INGO, or policy-focused organization or experienced in publishing, journalism and/or public outreach,
- Demonstrates integrity and ethical standards,

- Excellent command of English and Burmese languages.

Applications should be emailed directly to: [hr@ispmyanmar.com](mailto:hr@ispmyanmar.com) submitting along with a cover letter, a CV detailing qualification, work experience, proposed salary, softcopy of certificates, and the names and contact details for two professional references. **The application deadline is 3rd April 2026, 17:00 ICT.**

Only short-listed candidates will be individually notified and invited for a panel interview. **This position is to be filled promptly upon finding a suitable candidate.**

We are an equal opportunity employer. We welcome and encourage applications from women, minorities, and under-represented groups.