

Save the Children is the world's leading independent organisation for children. It is a dual mandate organization and focuses on development and emergency response. We are currently working in 120 countries around the world touching the lives of 125 million children. Our mission is to inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

We are currently inviting motivated and talented individuals to apply for Planning, Reporting and Communications Advisor (Consultancy) position based remotely. Please see the following detailed information.

TITLE: Planning, Reporting & Communications Advisor (Consultancy)	
TEAM/PROGRAMME: SCI Project Office Thailand, Education Consortium	LOCATION: Remote, home-based within the Asia region
GRADE: Consultancy Agreement	CONTRACT LENGTH: Six-month contract (expected working days up to sixty days)
<p>CHILD SAFEGUARDING: (select only one)</p> <p>Level 3 – the responsibilities of the post may require the post holder to have regular contact with or access to children or young people.</p>	
<p>ROLE PURPOSE:</p> <p>As a multi-donor funded programme, the consortium partners with selected education providers to strengthen their capacity to deliver and sustain access and education opportunities for children who face barriers to learning. The post holder will provide advisory services in ensuring quality and strategic planning, reporting and communications products are prepared for submission to donors for the programme. S/he will support the team through strategic and technical inputs and quality assurance for annual operating plans, regular donor progress reports, and key communication products such as success stories are generated. S/he will play a key role in communicating our work, its successes and impact, through the development of reports and implementation of a strategic communications workstream that produces ready-to-use communications products. S/he will provide training, coaching and mentorship in line with team requirements.</p> <p>Reports to: Deputy Chief of Party – Programme Operations</p> <p>Staff reporting to this post: 0</p>	
<p>KEY AREAS OF ACCOUNTABILITY:</p> <p>Planning, Reporting & Strategic Communications</p> <ul style="list-style-type: none"> • Provide technical input and quality assurance to produce regular annual and semi-annual reports, including writing and editing context and progress narrative sections based on information shared 	

by internal and external stakeholders throughout the year and harvested across teams at key junctures to ensure high-quality reports are delivered that document the programme's implementation progress and achievements.

- Support the production of a high-quality Annual Operating Plan narrative and annexes, ensuring strategic alignment with planned targets and achievements and editing sections provided by teams and partners.
- Develop a repository of high-quality communications and learning products that are responsive to the priorities and interests of specific audiences across the stakeholder base. These will be a set of user-friendly and appealing products (case-studies, one-pagers, success stories, fact sheets, etc).
- Provide technical training on report writing and strategic communications for respective staff, as required.

SKILLS AND BEHAVIOURS (SCI Values in Practice)

Accountability:

- holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others
- future orientated, thinks strategically and on a global scale.

Collaboration:

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- values diversity, sees it as a source of competitive strength
- approachable, good listener, easy to talk to.

Creativity:

- develops and encourages new and innovative solutions
- willing to take disciplined risks.

Integrity:

- honest, encourages openness and transparency; demonstrates highest levels of integrity
- always acts in the best interests of children

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Bachelor's degree (or higher) in an area such as International Development Studies, Education, Communications or Media, International Relations or another relevant field or equivalent qualifications through work experience.
- More than 5 years' experience in a relevant technical role (education, communications and media, research and learning, MEAL, advocacy) with demonstrated successes
- Excellent proficiency in spoken and written English.

- Experience in education programming with a sound understanding of issues in education in development, across conflict- or crisis-affected contexts
- Experience working with major donors / development partners in report writing and producing communication materials.
- Experience working in Myanmar preferred

Equal Opportunities

The post holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Safeguarding our Staff:

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy

Health and Safety

The post holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

Application Process

Interested and qualified individuals are requested to send, by **22 May 2026 at 17:00 hrs**, their Curriculum Vitae and proposed daily rate to recruitment.asiasubregionaloffice@savethechildren.org or **the following link:**

Apply Here: [View the external job posting](#)

The subject of the email should be “Consultancy for Planning, Reporting & Communications”.

Due to the volume of applications, only shortlisted candidates will be contacted.

“We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse”

All employees are expected to carry out their duties in accordance with our global anti-harassment policy.