



JOINT PEACE FUND

TERMS OF REFERENCE

Nordic International Support Foundation

Head of Communications – Joint Peace Fund Technical Secretariat

Duty station:	Yangon, Myanmar
Position title:	Head of Communications, Joint Peace Fund Technical Secretariat
Reporting to:	Director, Joint Peace Fund Technical Secretariat
Duration:	12 months (with possibility of extension)
Nationality:	Worldwide – International Position
Compensation:	Competitive International Salary – Plus Family Duty Station Package

Background:

The Joint Peace Fund (JPF) is a multi-donor hybrid mechanism funded by 12 international donors to support the nationally owned peace process in Myanmar. The JPF is initially funded through December 2021 but may be extended. JPF's overarching strategic objective is: Inclusive peace is reached through agreements and strengthened stakeholders, institutions, and processes. The structure of its strategic approach broadly reflects the shape of the nationally owned peace process: strengthening conflict management mechanisms created by ceasefire agreements (**outcome 1**); supporting formal and informal negotiations and dialogues (**outcome 2**); and promoting inclusivity through broad participation in the peace process (**outcome 3**).

The JPF is composed of a Technical Secretariat (TS) that is operated by the Nordic International Support Foundation (NIS) and a Trustee and Contract Manager (TCM) operated by the United Nations Office for Project Services (UNOPS). The Nordic International Support Foundation is a Norwegian and Myanmar-registered organization that provides technical services in support of peace, stabilisation, and reconciliation in conflict and post-conflict areas of the world.

As a multi-donor trust fund JPF's innovative design takes a holistic approach, using a "collaborative design" methodology that focuses on funding a broad range of stakeholders (approximately 85% of grant recipients our national organizations). The JPF support reflects the belief that the road to peace in Myanmar lies in an inclusive approach, from the high-level negotiation process to remote communities working for peace in their villages. JPF strives to maintain an accurate and timely knowledge management system, directly linked to its monitoring, evaluation, reporting processes, so that the fund's strategic and operational investments achieve maximum impact in support of the JPF's strategic objective.

The Technical Secretariat of the JPF is now seeking to hire an experienced and inspirational Head of Communications who manages and supervises the daily work of the Communications Team composed of four professional staff. The Communications Team is responsible for: implementing the JPF strategic communications plan; leading the implementation of the sub-strategy for the JPF Public Awareness Programme; refining JPF internal and external messaging and tools for conveying messages (including messages for 12 Ambassadors representing the JPF Donors); developing and finalizing required JPF reports; maintaining social media profiles and information; developing an extensive network of contacts within media and external stakeholders necessary for maintaining clear and concise communications about the JPF mission and program impact; where appropriate, developing the Communications capacity of JPF Implementing Partners through training and coaching; and maintaining quality relationships with implementing partners and other associated programs that impact JPF success. The Head of Communications serves as a member of the

JPF Senior Management Group (SMG), which advises the Technical Secretariat's Director on all matters associated with the JPF and supports the establishment of trusted relationships across all elements of the Technical Secretariat and Fund Board teams.

Main Responsibilities

- Supervise, manage and coach members of the Communications Team so that their tasks and duties are clearly linked to obtaining the JPF strategic objective and outcomes.
- Supervise the implementation of the JPF Strategic Communications Plan.
- Lead the implementation of the JPF Public Awareness Programme Sub-Strategy that consists of support for a multi-phased Public Awareness Programme (PAP) that, in Phase-One, will seek to build a foundation of public knowledge of how peace relates to peoples' daily lives (e.g. livelihoods, jobs, public health, and education) and how they can constructively engage in the peace process.
- Lead the development of messaging and the provision of content for all JPF internal and external communications.
- Supervise staff who manages the JPF website and social media presence, ensuring it is responsive and user-friendly to fund recipients, JPF stakeholders, and the public.
- Coordinate and provide editorial oversight of required JPF TS reports: e.g., mid-year/annual narrative reports, special reports, impact stories, video story products, etc.
- Ensure that international best practice, guidelines and agreements in peacebuilding, such as the principle of Do No Harm, are informing JPF communications and information tools, procedures and principles.
- Support the TS Director in maintaining strong working relationships with key stakeholders and donor Fund Board (FB) and Fund Board Working Group (FBWG) members, including liaising with FB/FBWG when necessary.
- Supervise the JPF Fund Board Point of Contact (POC), including coordination of meetings, sharing of documents and management of communications with FB and FBWG.
- Work closely with JPF personnel to embed gender inclusion, conflict sensitivity and risk mitigation into all communication systems, strategies and approaches.
- Incorporate M&E and other data to communication products that convey JPF's culture of evidence-based learning to maximize impact of each investment in the peace process.
- Inculcate JPF principles into daily behavior and actions of all team members and JPF communication products.
- Participate as a member of the SMG and provide strategic advice and guidance for programme opportunities and risk; maintaining duty of care for staff; and options for systematic improvements in JPF processes and procedures.
- Carry out other duties of temporary or permanent character within the organization when necessary.
-

Required qualifications:

- Master's degree in a relevant discipline, such as social and behavior change communications, marketing, international relations, peace and conflict studies, etc.
- Minimum 10 years of professional experience working in developing country contexts, especially in conflict transitional countries. Has understanding of methodologies for programmes operating within the nexus between humanitarian assistance and development. Has worked with donor and/or private sector communications organizations that provided or supported, for example, country-wide and sub-national media outreach campaigns, drafted programme reports, managed the implementation of external outreach strategy development and internal executive communication, etc.
- Minimum 5 years of specific field-based experience in a developing country, with preference of three years or more of work within Myanmar.
- Proven manager, coach and mentor who can liaison, work with, and inspire a range of local national and international staff.
- Must be an excellent team player.
- Demonstrated ability to build and maintain relationships with a broad range of stakeholders.
- Professional fluency in spoken and written English required and preference for a candidate with an understanding of spoken and written Myanmar and/or other ethnic languages spoken in Myanmar.

- Suitably qualified national and international candidates are encouraged to apply.

Additional Consideration

- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be contacted.
- Qualified candidates treated equally and without any distinction or discrimination based on nationality, race, ethnicity, tribe, gender, orientation, religious beliefs, political opinion or disability, are encouraged to apply.

How to Apply

Submission by email, to hr@jointpeacefund.org or <https://apply.workable.com/jpf/j/82123FD9A4/> . Applications must include the position name, as well as the reference COMH-115 in the email subject line, as well as a CV, letter of intent and a minimum of 3 referees before 5pm on 27 Jan 2020.