



## **Career Opportunities**

<b>Position Title</b>	<b>: Assistant Manager (Communication)</b>
<b>No. of Post</b>	<b>: (1) Post</b>
<b>Report to</b>	<b>: Deputy Director</b>
<b>Department</b>	<b>: Humanitarian Values &amp; Communication Department</b>
<b>Duty Station</b>	<b>: Nay Pyi Taw</b>
<b>Grade</b>	<b>: E2</b>
<b>Benefits Packages</b>	<b>: Salary + Insurance + Training + Travelling Allowances + Casual Leave+ Quarantine Leave+ + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave</b>
<b>Application Deadline</b>	<b>: (11/03/2019), 16:30 pm</b>

**Background:** The main objective for developing dissemination activities in MRCS is to promote role of Red Cross, Red Cross principles, values and rules and International Humanitarian Law within the country through extensive network of volunteers and branches MRCS dissemination activities since 2003.

**Purpose of the Position:** The Assistant Manager (Communication) will be based in the MRCS Humanitarian Values and Communication Department but work with all MRCS departments to perform proactive communications in both normal and emergency times. Assistant Manager (Communication) will be based in Humanitarian Values & Communication Department but work in close coordination with all other MRCS Departments and Movement Partners to strengthen and maintain MRCS communications capacities and priorities to fulfil MRCS strategies.

### **Duties and Responsibilities**

1. Develop good partner relationships with all Myanmar Red Cross Society staff and volunteers, relevant government authority, scientific organizations, international organizations and non-government organizations.

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2. Be the MRCS communication department focal person in relation to the development of television/radio/Press productions and printed IEC materials of MRCS.
3. Liaise with relevant authorities for approval and broadcasting of various campaign productions.
4. Help facilitate internal/external workshops to conceptualize and develop creative brief for various productions of the project.
5. Assist in recruiting and supervising external production companies/consultants for production of various components of campaign.
6. Develop good partner relationships with all news media stakeholders (radio/newspaper, magazine, movies maker, artists, etc...)
7. Facilitates exchange of information in order to understand the nature and perception of risk towards the communities at risk, and formulate adequate messages and supports needed (awareness, warning or alert message...) according to.
8. Prepare monthly objectives and activities plan and to submit timely funds requests according to.
9. Support the Director in assessing wider information and dissemination needs internally and externally.
10. Supervise and contribute on the content of the MRCS newsletters, IEC materials, MRCS website and other MRCS communication platforms.
11. Improve the awareness of the communications policy and encourage staff and volunteers to apply and utilize the policy.
12. Guide, monitor the progress and build capacity of MRCS social media team.
13. Disseminate and advocate about the RC fundamental principles, IHL, IHRL and other humanitarian principles in Emergency situations to ensure the acceptance, positive perception of affected community and general population on MRCS and movement as a whole.

## **Financial Management**

14. Manage the activities budget in line with financial guidelines and policy

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15. Manage expenses, cash transfer, summary of working advance for all activities
16. Responsible for working advance validation and claim in time
17. Submit monthly liquidation report to Finance Team in timely manner

#### **Duties applicable to all staff**

18. Actively work towards the achievement of MRCS goals.
19. Abide by and work in accordance with the Red Cross and Red Crescent principles.
20. Perform any other work related duties and responsibilities that may be assigned by the line manager.
21. Respect and adhere to MRCS staff and volunteer code of conduct.

#### **Skills, Competency and Requirements**

- **Must be a Myanmar National**
- A university degree in a relevant area such as communication, development or disaster management
- Minimum 1 year experience in managing communications, community engagement or social mobilization projects within a humanitarian organization
- Experience of managing projects and able to work with others to develop activity plans and budgets
- Experience of setting up and managing community feedback systems or complaints and response mechanisms
- Knowledge of different communication channels and how to reach different audiences
- Understanding of food security, health and malnutrition, disaster management and climate change issues
- Ability to build excellent working relationships with internal and external partners
- Good understanding of humanitarian or development sector
- Able to work on own initiative and solve problems
- Good interpersonal skills
- Good analytical and reporting skill
- Good leadership skill

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- Excellent verbal and written skill
- Self-supporting in computers (Window, spread sheets, word-processing)
- Good spoken and written English

**Application process:** Please send your application letter, CV, and related documents (PDF Version) to;

**Head Office:**

Myanmar Red Cross Society  
Razathingaha Road, Dekhinathiri,  
Nay Pyi Taw.

**Branch Office:**

Myanmar Red Cross Society  
No. 42, Red Cross Building, Strand Road,  
Botahtaung Township, Yangon. (or)

Email: [mrcshrrecruitment@gmail.com](mailto:mrcshrrecruitment@gmail.com)

For more information and application, please visit to the [www.redcross.org.mm](http://www.redcross.org.mm)

**Only short listed candidates will be contacted for a personal interview.**

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