



Career Opportunities

Position Title	: Communication Officer
No. of Post	: (1) Post
Report to	: Assistant Manager (Communication)
Department	: Humanitarian Values & Communication Department
Duty Station	: Nay Pyi Taw
Grade	: D2
Benefits Packages	: Salary + Insurance + Training + Travelling Allowances + Casual Leave+ Quarantine Leave+ + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave
Application Deadline	: (25/02/2019), 16:30 pm

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 this position

Within the framework of the MRCS policies and procedures and in accordance with fundamental principles of the Red Cross Movement, the Communication Officer will be based in the MRCS Humanitarian Values & Communication Department but work with public and media as well as all MRCS Departments to maintain good internal & external relationships.

Duties and Responsibilities

Implementation

1. Develop, adapt and update Information, Education, Communication (IEC) materials for internal communication capacity building training purposes

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2. Develop, adapt and update IEC materials for external communication purposes.
3. Assist the Deputy Director of Humanitarian Values and Communication to plan (including budgeting), organize and carry out information campaign and analyse the impact of each information campaign.
4. Initiate and produce the MRCS Journals/ newsletters at the end of every three months.
5. Initiate and produce IEC materials that support and reflect the image and role of MRCS.
6. Monitor printed/electronic social media for reputation risk management.
7. Arrange and organize the Press Conference, Campaigns and Special Events
8. Support the Deputy Director of Humanitarian Values and Communication in all efforts to build a well-functioning Humanitarian Values and Communications Department within MRCS and create an effective network of information with/among branches, countrywide.
9. Facilitate the communication trainings for staff and volunteers
10. Find appropriate and creative ways of communication to strengthen the MRCS information network.
11. Assist "Newsletter Editing Board" to produce MRCS newsletter (Myanmar) at least 4 times per year.

Coordination

12. Coordinate and cooperate with other departments/ project/ program from MRCS to receive news and articles with good quality photos and videos.
13. Coordinate with Social Media Officer to update MRCS activities/information on MRCS social media pages.
14. Coordinate under the direction of Dy-Director with ICRC and Federation delegations as well as Movement Partners, regarding all matters related to information and communication, in particular planning and budgeting of communication activities.

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Reporting

15. Produce monthly/quarterly report and submit to Director.

Others

16. Perform other duties assigned by Dy-Director of Humanitarian Values and Communication

Skills, Competencies and Requirements

- **Must be a Myanmar National**
- **Age between 25 to 50 years**
- University Degree and preferably Bachelor/Diploma in Information related/ diploma/English major preferable
- Minimum 3 years working experience in information management/ communications field
- Experience in media relation
- Experience in programme management including in planning, implementation, monitoring, reporting and budget control
- Experience in facilitation of trainings and workshops
- Experience in promotion of Humanitarian Values
- Effective command of English and Myanmar especially in spoken, writing and typing
- Good knowledge of producing IEC materials, periodical newsletter/ journal/ magazine, etc.
- Good leadership skills and ability to work on own initiative and to solve problem
- Good computer literacy and good knowledge of applications (especially Photoshop, illustrator, InDesign, PageMaker, etc.)
- Willingness and ability to travel to sites programme over 30% of time
- Knowledge of different communication channels and how to reach different audiences
- Good understanding of humanitarian or development sector

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- Good interpersonal skills
- Ability to translate Myanmar to English and English to Myanmar
- Ability to build excellent working relationships with internal and external partners

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

For more information and application, please visit to the www.redcross.org.mm

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

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