



Myanmar Red Cross Society

Career Opportunities

Position Title	: Assistant Manager (Communication)
No. of Post	: (1) Post
Report to	: Deputy Director
Department	: Humanitarian Values & Communication Department
Duty Station	: Nay Pyi Taw/ Yangon
Grade	: E2
Benefits Packages	: Salary + Insurance + Training + Travelling Allowances + Casual Leave+ Quarantine Leave+ + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave
Application Deadline	: (24/06/2020), 16:30

Myanmar Red Cross Society (MRCS) is volunteer based humanitarian organization throughout the whole country acting with and for the most vulnerable at all times. Benefit Package consists of Paid Medical, Annual, Casual Leave, Insurance, On-Duty for Training, Provide Accommodation Allowance & Hardship Allowance for specific area, Training and Development Opportunities, Promotion and Management Development.

Humanitarian Values & Communications are promoting the understanding and respect for the Red Cross Principles, emblem, humanitarian values, International Humanitarian Law, and develop a culture of non-violence and peace within the country. To strengthen the role of all members, staff, volunteers, and youth in undertaking humanitarian diplomacy to support vulnerable people in Myanmar. And also to strengthen Communication capacity at all levels to ensure effective and smooth communication, information and reporting in both emergency and normal times.

Purpose of this position: The Assistant Manager (Communication) will be based in the MRCS Humanitarian Values and Communication Department but work with all MRCS departments to

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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

Working in close coordination with MRCS different departments and programs, the Assistant Communication Manager will:

Content Strategy

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.
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.

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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.
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.

Skills and Competencies

- **Must be a Myanmar National**
- Age between 25 to 45 years
- University degree
- Minimum 1year 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
Experience in facilitation of trainings and workshops
- 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

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- Able to work on own initiative and solve problems
- Good interpersonal skills
- Good analytical and reporting skill
- Good leadership skill
- Excellent verbal and written skill
- Self-supporting in computers (Window, spread sheets, word-processing)
- Knowledge of different communication channels and how to reach different audiences
- Ability to build excellent working relationships with internal and external partners
- Good understanding of humanitarian or development sector
- Good interpersonal skills
- Fluently spoken and written Myanmar
- Good spoken and written English

****Note: Applicants will be considered to be shortlisted that need to send application letter, CV, passport-size photo, education qualifications and references (PDF Version) to:**

Head Office:

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

Email: mrcshrrecruitment@redcross.org.mm

Front Line Office:

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

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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