



Career Opportunities

Position Title	: Assistant Dissemination Officer
No. of Post	: (1) Post
Report to	: Senior Dissemination Officer
Department	: Humanitarian Values & Communication Department
Duty Station	: Nay Pyi Taw/Yangon
Grade	: D1
Benefits Packages	: Salary + Insurance + Training + Travelling Allowances + Casual Leave + Quarantine Leave + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave
Application Deadline	: 30-September-2021, 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.

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.

Within the framework of the MRCS policies and procedures and in accordance with fundamental principles of the Red Cross Movement, the **Assistant Dissemination Officer** will be responsible for working under the strategic direction of the Society's information, public relations and communication framework. He / She needs to demonstrate good cooperation with International Red Cross and Red Crescent Movement Partners.

Duties and Responsibilities

Working in close coordination with MRCS different departments and programs, the Assistant Dissemination Officer will:

1. Disseminate knowledge about the Red Cross and Red Crescent Movement, it's Fundamental Principles and the basics of IHL to stakeholders (such as authorities, local

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communities, religious or ethnic groups, etc.) to increase understanding on the National Society and the Red Cross Movement as a whole.

2. Coordinate with other Departments to integrate advocacy and dissemination works.
3. Assist Dissemination Officer and Senior Dissemination Officer to develop, adapt and update dissemination materials for internal training purposes including supporting training programmes of other MRCS programme Departments.
4. Dissemination activities assist Dissemination Officer to prepare financial reporting in line with existing MRCS Financial instructions and procedures.
5. Produce quarterly reports and submit it to the Dissemination Officer.
6. Contribute to the MRCS newsletters with articles and information on dissemination activities.
7. Maintain the dissemination network.
8. Assist Dissemination Officer to dissemination needs internally and externally.
9. Assist to develop, address and update dissemination materials for internal and external dissemination purposes.
10. Maintain IEC stocklist to be auditable at any time.
11. Assist to Dissemination Officer to produce progress/update dissemination reports as required in times of emergencies.
12. Assist in organizing and facilitating dissemination sessions and analyse each dissemination session.
13. Support the Deputy Director of Humanitarian Values and Communication in all efforts to strengthen Communications Department and create an effective network of disseminators, countrywide.
14. Carry out any other tasks as assigned by the Director of Humanitarian Values and Communication.

Skills, Competencies and Requirements

- **Must be University degree graduated**
- At least 1 year working experience in information management/ communication field
- Experience in facilitation of trainings and workshops
- Experience of setting up and managing community feedback systems or complaints and response mechanisms

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- Experience in working within the social and/or NGO environment
- Good knowledge of producing IEC materials (Dissemination Package)
- Good interpersonal skills and cultural and politico-social sensitivity
- Willingness and ability to travel to programme sites over 30% of time
- Good Computer literacy (Word, Excel, PowerPoint, PageMaker, Photoshop, outlook express, etc.)
- Understanding of the Red Cross Movement and willingness to promote Red Cross fundamental principles
- Working, at times, under tight deadlines
- Positive attitude towards learning & sharing
- Financial management skills and experience
- Knowledge of different communication channels and how to reach different audiences
- Ability to work effective and harmoniously in a team
- Good understanding of humanitarian or development sector
- Good interpersonal skills
- Fluently spoken and written Myanmar
- Fair oral and written skills in English language

****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

Branch 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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