



# Myanmar Red Cross Society

HR-VA No.133.4/25 – Communication Officer



Myanmar Red Cross Society (MRCS) is volunteer based humanitarian organization throughout the whole country acting with and for the most vulnerable at all times.

## Communication Officer

- No. of Post** : 1 post
- Report to** : Communication Manager
- Department** : Humanitarian Values & Communication Department
- Project/Program** : Mandalay Earthquake Relief & Recovery Operation
- Duty Station** : Naypyitaw/Yangon
- Grade** : D-2
- Benefits** : Salary + Insurance + Monthly Allowances + Periodic Allowances + Training Communication Charges + Travelling Allowances + Casual Leave + Quarantine Leave + Earned Leave + Medical Certificate Leave + Maternity Leave + Home Leave + Substituted Leave + Paternity Leave + Compassionate Leave + Blood Donation Leave
- Application Period** : 18-April-2026 to 23-April-2026, 16:30 p.m.

**Brief Intro About Department or Program:** Myanmar Red Cross Society (MRCS) is a volunteer-based organization and works throughout the country acting with and for the most vulnerable at all times.

**Humanitarian Values & Communication Department** 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.

**Project/Program Background:** The Earthquake Operation under the Myanmar Red Cross Society (MRCS) is a dedicated emergency response initiative designed to address the urgent humanitarian needs resulting from the recent earthquake that has impacted multiple regions

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across Myanmar. Coordinated with support from both domestic and international partners, the operation aims to provide timely and effective assistance in key sectors such as shelter, health, water and sanitation, livelihood recovery, and protection services. **The Earthquake Operation is managed under the Mandalay Earthquake Relief and Recovery Operation (ERRO) Team**, working in close collaboration with MRCS internal departments, branches, volunteers, and communities to ensure a well-coordinated, people-centered response aligned with MRCS's strategic priorities and operational guidelines.

**Purpose of the Position:** The **Communication Officer** will ensure timely, accurate, and impactful communication for MRCS's earthquake operations efforts while also supporting broader MRCS communication initiatives. This includes media engagement, content production, IEC campaigns, dissemination, internal coordination, and training for staff and volunteers. The role will strengthen MRCS's visibility and reputation at both national and international levels in close collaboration with Movement partners (ICRC, IFRC, PNS).

## **Duties and Responsibilities:**

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

### **Content Strategy & Production**

1. Capture and produce high-quality, ethical photos, videos, and human-interest stories from earthquake operations and MRCS's ongoing activities, ensuring informed consent and compliance with Red Cross communication standards.
2. Collaborate on developing and executing digital content strategies using industry best practices and performance benchmarks.
3. Create, edit, and repurpose content for MRCS digital channels, targeting diverse audiences including the public, humanitarian partners, and communities.
4. Ensure integrated communication across digital, print, and traditional media in close collaboration with the Communications team.
5. Deliver timely, accurate, and audience-optimized content in coordination with Audio/Visual producers, web editors, and the Communications team.
6. Maintain a systematic archive of communication materials for institutional memory.

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## Media Relations & Public Engagement

7. Serve as MRCS focal point for sharing earthquake and general activities with local and international media.
8. Draft and disseminate press releases, talking points, and media briefings.
9. Monitor print and digital media to identify misinformation and reputational risks, and propose corrective messaging under the guidance of the Communication Manager.
10. Liaise with internal departments to organize press conferences, media briefings, and awareness campaigns on MRCS's activities.

## Campaigns, Activities & IEC

11. Provide strategic input to ensure timely, accurate social media updates on earthquake response and broader MRCS activities, in coordination with the social media Officer.
12. Monitor social sentiment and advise on corrective messaging when required.
13. Contribute creative ideas and source high-quality content (articles, visuals, videos) for campaigns and initiatives.
14. Develop, adapt, and update Information, Education, and Communication (IEC) materials for internal capacity building and external awareness.
15. Plan and organize information campaigns, including budgeting, content development, and impact evaluation.
16. Produce MRCS newsletters, information sheets, and visibility materials reflecting MRCS's role in earthquake response and ongoing humanitarian work.
17. Ensure donor and partner visibility in all campaign materials, in line with Movement agreements.
18. Initiate and produce MRCS information sheets, newsletters, and IEC materials reflecting MRCS's role in earthquake operations and MRCS's ongoing activities.

## Capacity Building

19. Design and deliver training sessions for MRCS staff and Red Cross Volunteers (RCVs) on communication, photography, crisis communication, dissemination, and operational communication.
20. Develop toolkits, templates, and guidance for branches to ensure message consistency.

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21. Establish mentorship and peer-learning opportunities to strengthen local communication capacity nationwide.

## **Coordination, Reporting & Documentation**

22. Coordinate with MRCS departments, programs, and field teams to collect verified updates, success stories, photos, and videos.
23. Work under the guidance of the Communication Manager to coordinate with ICRC, IFRC, and Movement partners on planning, budgeting, and joint initiatives.
24. Collaborate closely with the Social Media Officer to ensure real-time updates and visibility.
25. Strengthen internal communication systems to ensure smooth two-way information flow between HQ, branches, field operations, and partners.
26. Produce monthly and quarterly reports on communication activities and submit them to the Communication Manager.
27. Maintain an organized archive of all communication materials, media coverage, and campaign outputs.
28. Monitor and evaluate effectiveness of campaigns and communication activities, providing recommendations for improvement.

## **Skills, Competencies and Requirements:**

- **Must be University Degree Graduate**
- Relevant Diploma or Certificate
- At least two years of professional experience in communications, preferably in Humanitarian or Disaster Response contexts
- Proficiency in communication tools such as Canva, Adobe Premiere Pro, or other design/editing software
- 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
- Good knowledge of producing IEC materials, periodical newsletter/ journal/ magazine, etc

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- Good leadership skills and ability to work on own initiative and to solve problem
- Strong skills in content creation, digital communications, and campaign management
- Willingness and ability to travel to sites programme over 30% of time
- Knowledge of different communication channels and how to reach different audiences
- Ability to work in fast-paced emergency settings and meet tight deadlines
- Able to work under pressure and to tight deadlines
- Excellent command of English and Myanmar especially in translating, including written, spoken and typing
- Ability for follow Red Cross (7) Fundamental Principle, MRCS Policy, Strategies and Guidelines
- Ability to build excellent working relationships with internal and external partners
- Good understanding of humanitarian or development sector
- Understanding of Commitment to and willingness to actively promote the Red Cross and Red Crescent Fundamental Principles
- Experience Of Working for the Red Cross/ Crescent is Preferred
- **Red Cross Volunteers and females are encouraged to apply**
- Applicants are required to fully comply with MRCS staff regulations, the organization's code of conduct, PSEA policy, child safeguarding standards, anti-fraud and corruption measures, equal opportunity principles, and all other zero-tolerance policies and procedures

**“We strive to advance diversity and gender equality across our organization and strongly encourage applicants from diverse backgrounds to apply.”**

**\*\*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:**

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## Myanmar Red Cross Society

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**Head Office:**

**Myanmar Red Cross Society**

**Razathingaha Road, Dekhinathiri Tsh,**

**Nay Pyi Taw**

**Yangon Office:**

**Red Cross Building**

**No.42, Strand Road, Botahtaung Township,**

**Yangon**

**Email: [mrcshrrecruitment@redcross.org.mm](mailto:mrcshrrecruitment@redcross.org.mm)**

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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