



Myanmar Red Cross Society

HR-VA No.159.3/25 – Communication Officer (Media 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 (Media Officer)

- No. of Post** : 1 post
- Report to** : Communication Manager
- Department** : Humanitarian Values & Communication Department
- 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** : 4-May-2026 to 18-May-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. Within the framework of the Myanmar Red Cross policies and procedures and in accordance with the fundamental principles of the Red Cross Movement, Communication Officer (Operational) will be responsible to for planning, writing, posting and evaluating content for MRCS social media accounts, as well as managing interactions with our supporters and members of the public, under the direction of Humanitarian Values and Communications Department Director.

Purpose of the Position: We are looking for someone with excellent written Myanmar and English, and an intuitive understanding of what makes engaging and interesting content and social media best practice. The Officer role is a key person for reflecting the work of the MRCS, so we are looking for someone with a strong demonstrable track record in planning, writing and posting content and managing social media communities.

The Myanmar Red Cross Society (MRCS) **Communication Officer (Media Officer)** role encompasses three primary focuses: media and environmental scanning, media relations and engagement, and the preparation for crisis communication. This role will contribute to the specific responsibilities of

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Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality

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each of these three elements, detailed further below. The officer will play a critical role in enhancing the MRCS's visibility and understanding among key stakeholders while supporting effective decision-making through comprehensive analysis of the local media landscape and the political and humanitarian context in Myanmar.

Duties and Responsibilities:

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

General Duties

1. Understands and adheres to the seven Fundamental Principles of the International Red Cross and Red Crescent Movement.
2. Understands the roles of the components of the International Red Cross and Red Crescent Movement.
3. Understands and adheres to the MRCS Code of Conduct; respects and observes staff regulations at all times.
4. Represents the MRCS in a professional manner at all times.
5. Develops and maintains a pleasant and conducive working environment with colleagues and line managers.
6. Performs all duties with the highest level of confidentiality in the interest of the employees and the MRCS.
7. May be asked to perform tasks not covered in this job description and to provide support to other communications related activities when necessary.
8. Represents the MRCS in an appropriate way during activities, in meetings and in the field, and avoids any activity that may reflect negatively on the MRCS's image.
9. Takes responsibility for their own professional learning and development.

Accountabilities and Responsibilities

10. Contributes to the implementation and running of communications/ info/ dissemination/ production projects/ programmes, mainly independently.
11. Maintains contacts with target groups at various level.
12. Contributes to written reporting.
13. Contributes to the development and production of dissemination tools.
14. Supervision and training of staff if existent.

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Media Relations and Engagement

15. Serve as the primary liaison with media outlets in Myanmar, fostering strong relationships with journalists and civil society organizations.
16. Develop and implement public communication strategies, drafting news releases, press materials, and crisis communication lines as needed.
17. Identify media opportunities, organize briefings, and coordinate media engagements for MRCS activities.
18. Maintain and regularly update media contact lists and mappings to ensure effective outreach and engagement.
19. Collaborate with the ICRC to enhance media relations and joint communication initiatives.

Environnemental Scanning and Analysais

20. Proactively identify, monitor, and analyze relevant information from various public sources to support MRCS's strategic objectives.
21. Contextualize information within the broader political, economic, and social landscape to identify trends, risks, and opportunities.
22. Monitor the visibility and reputation of the MRCS across local media platforms.
23. Provide timely and succinct reports that synthesize quantitative and qualitative data, highlighting key insights and trends from diverse sources, including social media.
24. Collects and shares information so as to improve the MRCS's understanding of the environment and humanitarian trends and responses.

Crisis Communication and Reactive Lines

25. Prepare reactive lines and other communication materials to address potential crises and ensure consistent messaging.
26. Adapt communication strategies in response to emerging issues or crises, maintaining alignment with the delegation's priorities.
27. Support the implementation of crisis communication plans and provide timely updates to relevant stakeholders.
28. Involve and preparedness for Operational Communication Training.

Relationships

29. Internal: Humanitarian Values & Communication Department, and other MRCS staff involved in COM activities.

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30. Externally: Works closely with ICRC COMs team, IFRC and National Societies, media partners.
31. Carry out any other tasks as assigned by the Director of Humanitarian Values and Communication.

Skills, Competencies and Requirements:

- **Must be University Degree Graduate**
- Relevant diploma or certificates are preferred
- At least two years working experience in information management/ communication field
- Excellent skill and experience in Digital Media
- 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
- 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
- Ability to translate Myanmar to English and English to Myanmar
- Effective language skills in both written and speaking of English and Myanmar
- Knowledge of different communication channels and how to reach different audiences
- Able to work under pressure and to tight deadlines
- Ability to build excellent working relationships with internal and external partners
- Good understanding of humanitarian or development sector
- Willingness to travel frequently to remote and earthquake-affected areas
- Ability for follow Red Cross (7) Fundamental Principle, MRCS Policy, Strategies and Guidelines
- 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**

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- 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:**

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

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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