



## Myanmar Red Cross Society

HR-HQ VA No. 058.1 – 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)

<b>No. of Post</b>	<b>: 1 Post</b>
<b>Report to</b>	<b>: Assistant Communication Manager</b>
<b>Department</b>	<b>: Humanitarian Values &amp; Communications Department</b>
<b>Duty Station</b>	<b>: NayPyiTaw/ Yangon</b>
<b>Grade</b>	<b>: D-2</b>
<b>Benefits</b>	<b>: Salary + Insurance + Monthly Allowance + 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</b>
<b>Application Deadline</b>	<b>: 7 May 2025 to 14 May 2025, 16:30</b>

#### Background

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.

**"Person with disability are encouraged to apply this post as they will be given equal opportunity"**

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*Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality  
MRCS-ICRC/ Communication Officer (Media Officer) for HV& Com Department (7/5/2025)*



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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 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.

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## 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.

## 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.

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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.
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 Graduate**
- Relevant diploma or certificate are preferred
- At least two years working experience in the field of information management or communication
- Excellent skill and experience in Digital Media
- Experience in programme management including in planning, implementation, monitoring, reporting and budget control are preferred
- Experience in facilitation of trainings and workshops are preferred

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- Experience in promotion of Humanitarian Values is preferred
- Good knowledge of producing IEC materials
- Good leadership skills and ability to work on own initiative and to solve problem are preferred
- 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
- Able to work under pressure and to tight deadlines
- Understanding of the Red Cross Movement and willingness to actively promote Red Cross fundamental principles are preferred
- 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 is preferred
- Good interpersonal skills
- Effective language skills in both written and speaking of English and Myanmar.
- Ability to follow Red Cross (7) fundamental principles, 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/Red Crescent is preferred

**\*\*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.**

**Branch Office:**

**Myanmar Red Cross Society**

**No. 42, Red Cross Building, Strand Road,**

**Botahtaung Township, Yangon. (or)**

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

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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