



Myanmar Red Cross Society

HR-VA No.- 089 – Liaison 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.

Liaison Officer

No. of Post	: 1 post
Report to	: Partner Relations Coordinator
Department	: Partner Relations Department
Duty Station	: NayPyiTaw/Yangon
Grade	: D-2
Benefits	: Salary + Insurance + Monthly Allowances+ Periodic Allowances+ Training + Communication charges + Travelling Allowances + Home Return Leave/ Earned Leave + Casual Leave + Quarantine Leave + Medical Certificate Leave + Maternity Leave + Paternity Leave + Compassionate Leave + Blood Donation Leave+ Substituted Leave

Application Period : 12-June-2025 to 26-June-2025, 16:30 p.m.

Brief Intro About Department or Program: Strategy 2016-2020 of the Myanmar Red Cross Society (MRCS) place emphasis on developing a partnership framework for better and reliable engagement with, and transparent accountability to partners we work with. One approach towards improving our effectiveness and building greater accountability in all MRCS work is to establish a more systematic and coordinated focal department towards communicating with all Movement and Non-Movement partners as well as with other key stakeholders including government departments and ministries. Known as Partners Relations Department within the MRCS NHQ structure, this department aims to improve coordination, communication and collaboration between MRCS and partners through the provision of/ exchanging timely, relevant and accurate information and supports an environment of transparency and accountability of National Society.

Purpose of the Position: The Liaison Officer will play a key role in facilitating communication and collaboration between the organization and external partners, particularly the Ministry of Health, to streamline visa and travel authorization processes. This position requires strong communication skills, attention to detail, and the ability to effectively navigate government regulations and procedures. The Liaison Officer will play a crucial role in facilitating partnerships and collaborations between the organization and various ministries, contributing to the overall goals of the Partner Relations Department.

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

"Our recruitment and selection procedures reflect our commitment to the safety and protection of children, and prevention of violence among communities' members in our programs"

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

MRCS-GRC/Liaison Officer/PR Dept/ (12/6/25)



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Duties and Responsibilities:

1. Serve as the primary point of contact for visa and travel authorization inquiries, both internally and externally.
2. Coordinate and liaise with the Ministry of Health and other government agencies to ensure timely processing of visa applications and travel authorizations.
3. Communicate and collaborate with different ministries to facilitate the development and execution of MOUs and MOCs with the Myanmar Red Cross Society.
4. Liaise with local authorities as needed to obtain travel authorizations for staff members, ensuring compliance with local regulations and requirements.
5. Maintain up-to-date knowledge of visa requirements, immigration regulations, and travel policies.
6. Collaborate with internal departments, including HR and Admin, to gather necessary documentation and information for visa applications.
7. Monitor the status of visa applications and travel authorizations and follow up with relevant authorities as necessary.
8. Advocate for the organization's needs and priorities with government agencies and stakeholders.
9. Prepare regular reports and updates on visa and travel authorization processes for management review.
10. Build and maintain positive relationships with government officials and external partners.
11. Stay informed about changes in immigration laws and regulations that may impact visa and travel processes.

Skills, Competencies and Requirements:

- **Must be University Graduate** in Public Administration, International Relations, Political Science, or a related field, or a background as a Red Cross volunteer or in an NGO, is preferred
- Minimum of 3 to 5 years of experience in a liaison role
- In-depth understanding of Myanmar's immigration laws and travel policies
- Familiarity with the workings of the Ministry of Health and other relevant government bodies
- Active listening to understand the needs of the department and respond with appropriate and effective solutions

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- Represents the organization with honesty and consistency
- Maintains confidentiality and ethical standards
- Respects diverse backgrounds and perspectives
- Works well across departments and teams
- Ability to work independently and as part of a team
- Performs other duties as assigned by the supervisor
- Stays composed under pressure
- Excellent communication and interpersonal skills
- Strong organizational skills with attention to detail
- Ability to navigate and understand government regulations and procedures
- Ability to build and maintain positive relationships with government officials and partners
- Ability to travel anywhere at short notice and handle high stress and 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
- 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

****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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