



# Myanmar Red Cross Society



## Vacancy Announcement

Position Title	: Communication Officer for DRR Programme
No of position	: 1 position
Grade	: D
Appointment	: 1 year contract with extension, subject to regular performance appraisals and Budget availability
Job location	: Myanmar Red Cross Society National Head quarter (Nay Pyi Taw)
Reports to	: Head of Communication Division through Disaster Risk Reduction Programme Coordinator

### Purpose of this position:

The MRCS Communication officer for Disaster Risk Reduction (DRR) will be in charge of all internal and external communication tools and events towards risk reduction initiatives, which will be implemented under the 5 years MRCS/FRC Disaster Risk Reduction Coastal Area program.

The MRCS Communication officer for Disaster Risk Reduction (DRR) will also assist the DRR teams in all issues related to risk perception and risk acceptance of the audience targeted.

The MRCS Disaster Risk Reduction coastal program Coordinator will work in closed coordination with the FRC DRR program coordinator and their respective team.

The MRCS Communication officer for Disaster Risk Reduction (DRR) will be also the main link between the DRR unit and the existing MRCS communication division for any communication activities

### Main Responsibilities:

- To develop good partner relationships with all Myanmar Red Cross society staff and volunteers, relevant government authorities, scientific organizations, international organizations and nongovernmental organizations, according to the DRR projects activities and areas concerned.
- Develop internal communication framework towards the DRR team itself as well as towards MRCS governance, others divisions, units and staff members and Red Cross partners.
- Develop good partner relationships with all news media stakeholders (radio, newspaper, magazine, movies maker, artists...), associations, private company...
- Assist the different DRR team to find out the optimal communication supports for developing their DRR activities, according to the audience targeted.
- Create & develop IEC tools support, articles, radio message, etc... on request of the DRR Program Coordinator.
- Conduct small scale pre-testing sessions with the target groups of any tools or messages created.
- Undertake surveys on Risk perception and Risk acceptance towards communities at risk selected under the DRR coastal program.
- Facilitate exchange of information in order to understand the nature and perception of risk towards the communities at risk, and formulate adequate messages and supports needed (awareness, warning or alert message ...) according to.
- Realize regular reportage photos and interviews of the DRR program activities.
- Select any external technical consultancy needed as graphic specialist based on quality, quantity & delivery time expected.
- Define the approval procedures needed for each potential IEC or others communication supports and tools.
- Ensure the proper approval process towards MRCS Communication head of division, MRCS Governance as well as ministries concerned if required.
- Create a follow up chart of any creation support in process or future plan.
- Organize regular exhibitions or events on DRR at National, divisional, township and villages levels. (e.g.: International Disaster Reduction day, Risk educational campaign, public awareness campaign ...).
- Realize impact assessment of each IEC tools, events and exhibitions created.

Humanity

Impartiality

Neutrality

Independence

Voluntary Service

Unity

Universality



- Develop fund raising activities for the sustainability of the DRR unit communication activities.
- Perform any internal training related to the use of communication software as Photoshop, ...
- Is responsible of the respect of the graphic chart of any supports created by the DRR teams.
- Capitalize and organize a proper filling of all documents and data collected related to risk communication activities.
- Prepare monthly objectives and activities plan and to submit timely funds requests according to.
- Provide weekly and monthly progress report.
- To organize and facilitate meetings, workshop and training as required, in English or Myanmar languages.
- All responsibilities should be carried out in line with Red Cross and Red Crescent movement principles by Head of Division.

#### **Qualifications & Skills Requirement**

- University graduate, diploma or strong field experience related to.
- Minimum of 3 years experience in communication sector.
- Strong oral & written communication skills.
- Translation skills ( Myanmar & English ).
- Effective English languages skills (written and oral ).
- Very good Computer literacy (word, excel, PowerPoint, outlook express ....).
- Strong creativity, graphic skills and use of graphic software.
- Leadership, organizing, planning and problem solving skills.
- Training and facilitation skills.
- Interest in sharing professional skill as well as learning from others.
- Analytical, monitoring and evaluation skills.
- Financial management skills and experience.
- Narrative and financial report activities in English.
- Sense of humour, open-minded, and flexible.

Interested persons should submit: a letter of application, relevant documents and CV, Copy of Recommendation letter from Township Police Station, Copy of Labor Registration Card, Copy of Good Health Certificate from Township Health Centre and one passport photo (Cover Letter CV documents only need to be sent via e-mail) to **U Khin Maung Hla, Executive Director, Myanmar Red Cross Society, Nay Pyi Taw before 30<sup>th</sup> April 2012, 4:30 PM.**

**Only short listed candidates will be contacted for a personal interview.**

U Khin Maung Hla  
Executive Director  
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