



The International Committee of the Red Cross (ICRC) is an impartial, neutral and independent organization whose exclusively humanitarian mission is to protect the lives and dignity of victims of armed conflict and other situations of violence and to provide them with assistance. The ICRC also endeavours to prevent suffering by promoting and strengthening humanitarian law and universal humanitarian principles. Established in 1863, the ICRC is at the origin of the Geneva Conventions and the International Red Cross and Red Crescent Movement. Please visit www.icrc.org for more information.

Vacancy Notice

The ICRC Regional Delegation in Bangkok seeks to fill the following position:

Communication Officer, based in Bangkok

We are looking for a spirited team player with a can-do attitude to join our dynamic team.

The Communication Officer contributes to designing, planning, and implementing communication projects and activities in coordination with the management of the field sub-structure and the Communication or Communication/Prevention Manager of the ICRC Bangkok Regional Delegation, which covers seven countries (Thailand, Cambodia, Viet Nam, Lao PDR, Malaysia, Singapore, Brunei). S/he also contributes to representing the ICRC externally and building the necessary understanding and acceptance of and support for the ICRC among key stakeholders.

ACCOUNTABILITIES AND RESPONSIBILITIES:

- Initiate, produce, and oversee the production process of all print and promotional materials, from conceptualisation and graphic design to final printing and distribution, while ensuring all visual content is high-quality and adheres to the ICRC's Corporate Visual Identity and print production practices in line with the delegation's priorities. Creatively recommend and propose communication materials and products that effectively convey the right message to the right audience.
- With minimal supervision, coordinate the delegation's budget for communication materials, in line with the field production strategy from Headquarters and in coordination with the Regional Communication Centre. Oversee the timely production and ordering of publications and promotional items for different structures and departments as budgeted and based on updated needs. Manage the stock and inventory of all communication materials to ensure availability for distribution. Manage the archiving and storage of all audio-visual materials.
- Provide technical and on-site support to the communication team, including assistance with event materials, photography services, and audiovisual project supervision as needed.
- Support the implementation of relevant activities and the development of communication tools for operational communication, community engagement, promoting international humanitarian law (IHL), building National Red Cross/Red Crescent Society communication capacity, public and digital communication, and information analysis/environment scanning.
- Contribute to defining communication/prevention objectives, strategies and action plans for the designated geographic area or programme, aligning with the field sub-structure's priorities and the delegation's communication/prevention strategy.
- As required, assist the Communication/Prevention Manager in communication-related training and coaching for field staff and other departments, networking with relevant stakeholders and representing the ICRC to various audiences, interpreting and translating to and from Thai to support communication programmes, contributing to internal communication and monitoring political and humanitarian developments relevant to the ICRC's reputation and ability to operate in the geographic area.

YOUR PROFILE:

- A university degree in communications, journalism, or political science, with at least 3 years of professional experience in a related field.
- Excellent command of spoken and written English and Thai. Knowledge of other region languages would be an asset.
- Strong digital literacy (MS Word, Excel, PowerPoint) and familiarity with digital communication tools. Sound knowledge of print production processes (from design to print) and visual identity management. Demonstrated ability to produce high-quality photographs with a DSLR camera, including knowledge of camera operation, framing, and lighting. Knowledge of design and digital publishing tools, such as InDesign, Photoshop, Illustrator, is a significant asset.
- Experience working with external suppliers (designers, printers, editors, translators). Experience managing contracts and service level agreements is an asset.
- Strong coordination and project management skills, with the ability to manage multiple deadlines and priorities. A creative and innovative mindset, with an eye for effective communication design and materials. Excellent organisational, mathematical and analytical skills for budgeting, cost estimation, and stock management.
- Ability to take initiative, be self-motivated and work independently, with strong attention to detail.
- Knowledge of the ICRC's working modality or other international NGOs is an asset.

WE OFFER:

- Dynamic and challenging work in the humanitarian sector and international environment.
- Competitive salary with benefits, good working conditions and in-house training/development.
- Open-ended resident contract (subject to organizational requirements)

Preferred starting date: **ASAP**

Submission deadline for applications: **30 September 2025**

Qualified applicants are requested to submit their comprehensive **CV** and **letter of motivation** in English, as well as **salary expectations**, following this format for the subject line: **POSITION – First Name Surname** by email only to: ban_recruitment_services@icrc.org

*Kindly note that only short-listed candidates will be invited for the interview
and the ICRC will not keep the files of applicants who were not shortlisted.*