

Job Description	
<b>Position:</b> Communication and Dissemination Officer	<b>Reports to:</b> Deputy Secretary General
<b>No. of Direct Reports:</b> 0 <b>No. of Indirect Reports:</b> 0	<b>Location:</b> TRCS Head Quarters, Nuku'alofa
<b>Organizational Context:</b> The Tonga Red Cross Society (TRCS) was established in 1961 with its headquarters in Nuku'alofa and is a member of the International Red Cross and Red Crescent Movement. The Society acts before, during and after disasters, crises and health emergencies in order to meet the needs and improve the lives of vulnerable people. It is the largest local humanitarian organisation in Tonga committed to quality service delivery to the most vulnerable. The organisation is part of the Red Cross & Red Crescent Movement which has 192 member countries.	
The Tonga Red Cross has a decentralized structure, with 3 branches. The society's work is guided by seven fundamental principles (humanity, impartiality, neutrality, independence, voluntary service, unity and universality), policies and by their Strategy.	
<b>Job Purpose:</b> The Communications & Dissemination Officer is responsible for promoting the image of Tonga Red Cross Society, its activities, the fundamental principles and humanitarian values of the Red Cross Red Crescent (RCRC) Movement, and International Humanitarian Law (IHL) to the people of Tonga. The main function of the position is to, in consultation with the Deputy Secretary General, Secretary General and International Committee of Red Cross (ICRC), establish annual communications and dissemination programs within pre-determined budget guidelines, to clearly identify priority target populations, means and methods to transmit and/or disseminate appropriate messages. The post holder will handle a wide range of contacts with stakeholders including International Federation of Red Cross (IFRC), ICRC, partner National Societies, government departments, embassies, corporate sector, public and private entities and the International donor community.	
<b>Specific job duties and responsibilities:</b> <ul style="list-style-type: none"> <li>• Draft the communication and dissemination plan and budget.</li> <li>• Liaise with staff at both Head Quarters (HQ) and branches regarding information updates on programs implemented for inclusion in the Red Cross bulletin, newsletter and on social media platforms. Also to identify where communication can give technical support to various branches and departments.</li> <li>• Maintain the National Society(NS) social media accounts and web page and keep them updated with the new events, stories and programs implemented plus institutional information</li> <li>• Maintain photos and videos database of the NS events and staff profile photos.</li> <li>• Establish and maintain close communication with media outlets for promoting Red Cross work. Including arrangement of talk- back shows, videos interviews etcetera.</li> <li>• Conduct training and coaching/ mentoring activities to effectively disseminate Red Cross messages in the communities. Provide communication training to identified branch volunteers in order to develop a Red Cross communication network across the country.</li> <li>• Assess and develop dissemination resource materials necessary to inform the public and promote TRCS programs and services including branch activities.</li> <li>• Acquit all funds spent under the Communications Officer's programs, in liaison with the Finance department and with ICRC/other partners.</li> </ul>	

### Management Support

- Provide quarterly reports on communication and dissemination activities to management
- Participate in management meetings

### Duties applicable to all staff

1.	Actively work towards the achievement of the Tonga Red Cross Society goals
2.	Abide by and work in accordance with the Red Cross principles, Code of conduct and TRCS policies
3.	Perform any other work-related duties and responsibilities that may be assigned by the line manager and Secretary General
4.	Be on stand-by in case of any emergencies

### Position Requirements

Education	Required	Preferred
Degree or relevant tertiary qualification in Communications, Journalism and/or Management or relevant discipline	X	
Experience	Required	Preferred
At least 12 months relevant working experience in program or project management, or similar job	X	
Previous experience of working for the Red Cross Red Crescent, Tongan Government or NGO in a community resilience building role		X
Knowledge and Skills	Required	Preferred
Familiarity with government and multilateral funding systems	X	
Strong knowledge of information sharing tool and ability to implement them	X	
Highly organized with ability to create a team approach		X
Excellent communication skills and influencing skills	X	
Excellent relationship building skills, ability to build and strengthen internal and external networks, and establish effective partnerships with a range of stakeholders	X	
Demonstrated skill in analytical and strategic thinking		X
Facilitation and presentation skills	X	
Fluent in spoken and written English and Tongan languages	X	
Competencies		
Team work, multitasking, supervision and control, integrity and personal conduct, sensitivity to diversity, flexibility and adaptability, sound judgment and interpersonal skills.		

### Submissions

Interested candidates who wish to apply are required to submit their letter of application/cover letter together with a CV, certified copies of educational qualifications and transcripts and any other supporting documents.

Please note that any incomplete applications will **not** be considered.



TONGA RED CROSS SOCIETY

All applications to be submitted either in person to: **ATTN: Secretary General, Tonga Red Cross Society Headquarters, or electronically via email to [sg@tongaredcross.to](mailto:sg@tongaredcross.to) and cc [deputysg@tongaredcross.to](mailto:deputysg@tongaredcross.to) no later than 4.30pm Wednesday 25 February 2026.**