



**Career Opportunities**

|                             |                                 |
|-----------------------------|---------------------------------|
| <b>Position Title</b>       | <b>: Field Officer</b>          |
| No. of Post                 | : (1) Post                      |
| Department                  | : RAK Operation Management Unit |
| Report to                   | : Program Coordinator           |
| Duty Station                | : Minbya                        |
| Grade                       | : D1                            |
| <b>Application Deadline</b> | <b>: 16:30 pm, (08/12/2017)</b> |

**Myanmar Red Cross Society (MRCS)** is volunteer based humanitarian organization throughout the whole country acting with and for the most vulnerable at all times. Benefit Package consists of Paid Medical Certificate Leave, Annual Leave/Home Return Leave, Casual Leave, On-Duty for Training, Provide Accommodation Allowance and Hardship Area Allowance for specific area, Training and Development Opportunities, Promotion and Management Development.

**Purpose of this position:** The Field Officer will be responsible for field implementation of the Rakhine Community Resilience program supported by IFRC. He/she will contribute to ensuring that all activities are implemented in line with the project goal, objectives and output indicators. He/she will be based in Minbya, as part of the Rakhine Special Operation (RSP) team, and will work under the direct supervision of the MRCS Project Coordinator in Minbya. He/she will be closely supported by the IFRC Livelihood and Health Delegates (based in Sittwe), who will provide technical and operational guidance; and work in close cooperation with MRCS Community Based Health and resilience (CBHR) program staff based in Mrauk-U and Minbya.

**Duties and Responsibilities**

Project Implementation

1. Contribute to participatory assessments and planning with communities to agree activity options and targeting criteria.
2. Implement activities in communities in line with the Resilience Program log-frame and Plan of Action, including:
  - a. Establishment and training of community resilience committees
  - b. Community Based First Aid (CBFA) trainings
  - c. Red Cross awareness and dissemination sessions
  - d. Review of livelihoods programming

**"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"**

- e. Participatory Hygiene and Sanitation Transformation (PHAST) method
  - f. Awareness raising sessions with community members on e.g. hygiene and sanitation, epidemic control, disaster preparedness.
  - g. Procurement process with involvement of beneficiaries as much as possible, where relevant
  - h. Delivery of in kind or cash inputs; or cash-for-work projects
  - i. Monitoring of activities and community acceptance
  - j. Coaching of beneficiaries during the establishment and development of the program activities
3. Provide technical guidance to township branch volunteers to support the field implementation
  4. Select community members to act as project mobilisers in locations where Red Cross Volunteer will not be working.
  5. Work in close cooperation with MRCS CBHR program staff, based in Mrauk-U and Minbya in the planning and implementation of all activities; sharing technical resources and ensuring complementarity of tools and approaches
  6. Contribute to the preparation of detailed community plans and budgets (water and sanitation, livelihoods, health and DRR) for the Resilience Program under the guidance of the Project Coordinator and other technical staff

#### Monitoring & evaluation and reporting

1. Prepare monthly progress reports and submit to Program Coordinator before the agreed deadlines
2. Prepare cash forecast based on plan of action and submit to Program Coordinator before agreed deadlines
3. Conduct field visits, monitor project progress and ensure timely implementation of project activities in line with project log frame and plan of action

#### Coordination & Cooperation

1. Collaborate and coordinate with ICRC Eco-Sec, Wash Team and Health staff based in Rakhine State to share experiences and standardize tools and approaches.
2. Carry out any other tasks assigned by the Field Manager or Livelihood Project Coordinator

#### **Skills and Competencies Requirement**

- **Myanmar National**
- University degree
- Minimum 2 years working experience in Community based project/program management
- Background in community mobilization, participatory approaches, facilitation and training
- Computer literacy (Word, Excel, Power Point) in both Myanmar and English

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- Strong interpersonal and communication skills including excellent oral and written English language skills
- Ability to travel frequently to program sites in Sittwe and Minbya
- Ability to manage and prioritize multiple tasks, takes initiative, work well in a team and live in stressful situations
- Interest in learning about the Red Cross/Red Crescent Movement
- **Red cross volunteers who fulfil above criteria are encouraged to apply**

**Application process:** Please send your application letter, CV, and related documents to; **(PDF version)**

**Myanmar Red Cross Society**

**Rakhine Special Program**

**Bawdi street, Kyae Pin Gyi Qtr, Sittwe. (Or) Email: mrcsrsp@gmail.com**

For more information and application, please visit to the [www.myanmarredcross.org.mm](http://www.myanmarredcross.org.mm)

Please mention "Position Title" in subject at cover letter and detail CV (not send certificates, degrees and other document at this state).

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

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