



Myanmar Red Cross Society

Career Opportunities

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| Position Title | : Assistant Programme Officer |
| No. of Post | : (1) Post |
| Report to | : Senior Programme Officer/Programme Manager |
| Department | : Health Department |
| Duty Station | : Taunggyi |
| Benefits Packages | : Salary +Insurance + Training + Travelling Allowances + Casual Leave+ Quarantine Leave+ + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave |
| Application Deadline | : (11.02.2019),16:30 pm |

Programme Background: Myanmar Red Cross Society has been implementing "Community Based Programme for Malaria Prevention" which has been funded by UNOPS/GF starting implementation in 10 townships of Southern Shan State since 2011 to 2014 and expanded to 11 townships from 2015 to 2017. This programme has been expanded its programme activities and area from year to year to such an extent that only 300 villages in 2011 to 1000 villages in 2016 and 2017. Currently this programme is extended from 2018 to 2020 with the support of UNOPS Global Fund RAI2E in 15 townships of Southern Shan State. The main programme activities in 2018 are Integrated Community Malaria Volunteer (ICMV) trainings, Community Malaria Case Management through ICMVs, Continuous LLINs distribution, Health Education Sessions, Case Detection in MMP (work sites) by Mobile Teams, etc. This programme has been closely coordinated and collaborated with National Malaria Control Programme (NMCP), State VBDC team, State

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Health Department, respective Township Health Departments and other stakeholders at Central, State and Townships level in implementing its programme activities and has also been contributing to achieve the Goal of National Plan for Malaria Elimination in Myanmar (2016-2030).

Duties and Responsibilities

1. Supervision and on job training of the activities performed by ICMVs at the village level and Field Staffs at the township level.
2. Manage & supervise village level operations like LLINs Distribution; health education sessions, case management activities to be implemented by township field staffs and ICMVs.
3. Must continuously monitor respective township level operations to get maximum effectiveness of the program activities and sustainability of the benefit for the beneficiaries at the implementation sites.
4. Directly and closely supervise and assist township field supervisors in overall programme management and implementation at the respective townships.
5. Perform ongoing review, analysis, verification and quality assurance of data reported from the field staffs, encoding of the data collected, compiling the data in the format approved by Senior Program Officer.
6. Provide feed-back and on job training for field staffs regarding data recording and collection, quality assurance, and supervision of RCVs at the village level.
7. Perform effective monitoring and supervision field visits to the project townships minimum 3 townships a month with at least 4 villages per township and give feedback, recommendations and necessary action plan to the respective township staffs and provide analyzed supervision visit report with proper recommendations to Senior Program Officer after every visit.
8. Ensure township field assistants are regularly going to all the assigned case management villages to closely supervise the RCVS on monthly basis and

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as required.

9. Responsible for reviewing, verification, quality assurance and analysis of activity reports and monthly program reports of respective township field staffs and provide feedback/ recommendation/ suggestion to them accordingly.
10. Must find out the challenges, difficulties, constraints and problems encountered by township field staffs and RCVs during the implementation and management of the programme at the respective townships as well as village levels.
11. Submit thoroughly reviewed, analysed and combined program report of the respective townships with proper recommendations to the Senior Programme Officer every 2 weeks and monthly to PM and as required.
12. Assist Senior Programme Officer in the planning, implementation and evaluation of project activities in the field.
13. Ensure the program activities meet the target and comply with performance framework and work plan of respective project townships.
14. Ensure regular getting of monthly and quarterly thorough combined stock report of LLINs, RDTs, anti-malaria drugs, IEC materials from townships staffs and make sure all the stock are matched with physical verification result at respective townships.
15. Ensure respective township field staffs make proper management of stock and regular updating of stock book, bin card, stock card, physical verification record of all the related stock at the townships and villages level.
16. Ensure getting and maintaining of strong coordination with township Red Cross committee including TMOs and 2ICs, local authorities, community leaders and other stake holders at the township and village levels.
17. Maintain office records properly.

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18. Able to travel any project township for supervision and monitoring as assigned/acquired by Programme Manager and Senior Programme Officer apart from duty assigned townships.
19. Can work overtime outside the office hours and on weekends according to programme requirement.
20. Perform any other task assigned by Senior Programme officer and Programme Manager.

Skills, Competencies and Requirements

- **Myanmar National**
- University Degree or M.B.,B.S is preferable
- Minimum two or three years of experience in malaria presentation program or health related field in INGOs/NGOs/MRCS
- Experience in planning, project management, financial management and reporting in implementing malaria preventing activities
- Strong leadership skill, coordination and interpersonal communication skill and must also be obedient, trustworthy and reliable
- Should have demonstrated experience in verification and compiling data, performing data quality assurance and reporting
- Able to independently undertake capacity building activities for field staff with various levels of technical skills and by own initiative
- Able to coordinate with the related stake holders at the township and village level to get effective implementation
- Having knowledge of local language is desirable
- Effective communication of English and Myanmar
- Can work overtime outside the officer hours/on weekends as required.
- Well-developed computer skills, with demonstrated competence in Excel, Word, and Power point (English and Myanmar)
- Understanding of the Red Cross Movement and willingness to actively promote Red Cross fundamental principles

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- Red Cross Volunteers are encouraged to apply

Application process: Please send your application letter, CV, and related documents to;

Head Office:

Myanmar Red Cross Society
Razathingaha Road, Dekhinathiri,
Nay Pyi Taw

Programme Office:

Myanmar Red Cross Society
No. Ya/80, Yadanarthiri Ward,
Mahuyar Street (West Circular Road),
Taunggyi, Shan State.

(or)

Email: mrcshr.tgi@gmail.com

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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