



**Myanmar Red Cross Society**

## Career Opportunities

Position Title	: Field Supervisor
No. of Post	: (2) Posts
Report to	: Assistant Programme Officer and Programme Manager
Department	: Health Department
Duty Station	: Maikai/Kyethi
Benefits Packages	: Salary +Insurance + Training + Travelling Allowances + Casual Leave+ Quarantine Leave+ + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave
Application Deadline	: (11.2.2019),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 Health Department, respective Township Health Departments and other stake

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holders 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. By supervision of field assistants and ICMVs at township and village levels, coordination & collaboration with local authorities at respective village levels, he/she must take part and supervise in the implementation of community based program for malaria prevention activities to be effective and successful.
2. Assist Senior Programme Officer/ M&E officer/ Assistant Programme Officers at township ICMVs trainings and also must be able to give on job trainings or field site trainings to ICMVs whenever required.
3. Visit at least 10 project villages per month as effective monitoring and supervision visits prioritizing case management villages and closely supervise respective ICMVs in early diagnosis and prompt treatment of malaria, stock management of RDTs and anti-malaria drugs, ICMV activities at the village level.
4. Continuously monitor expiring or stock out of RDT and anti-malaria drugs at the case management villages/ICMVs and perform necessary measures to avoid that as much as possible.
5. Plan and organize mobile team activities within the township by coordination and cooperation with respective township health department, township authority and stake holders at township and village level.
6. Actively participate in mobile team activities of the township as mobile team member or leader whenever required and submit mobile team activity report to APOs and Sr.PO after every visit.
7. Responsible for the verification and compilation of carbonless reports from all the case management villages/ICMVs within the township and report

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regularly to Township Health Department, Senior Programme Officer and Assistant Programme Officers.

8. Submit every monitoring and supervision visit report and standard M&E checklists to Assistant Programme Officer/Senior Programme Officer in every month.
9. Collect feedback, suggestions and success stories about the project implementation from the beneficiaries and give analysed report to Assistant Programme Officers occasionally.
10. Monitor and supervise the performance and capacity and activities of the field assistants, give constructive criticism, feedback and provide on the job training to them and ICMVs.
11. Assist Assistant Programme Officers in the management of village level operations like LLINs distribution; Health Education Sessions; case management for malaria activities, ICMV activities and then must lead the implementation of activities at the village level.
12. Collect, compile, analyse and verify data & information about the project implementation and report every 2 week to Assistant Programme Officer and monthly to the Monitoring & Evaluation Officer/Senior Programme Officer.
13. Ensure coordination of the implemented activities with township medical officer/ township Red Cross committee/township VBDC team at the respective township level and also with local authorities/community leaders/other stake holders at the village level.
14. Prepare all the related documents of monthly expenditures and clearance of working advanced and submit in time to Admin & Finance Officer in every month.
15. Maintain or keep original/copied documents of programme activities such as LLINs distribution record sheets, Health Education Sessions Attendance List, case management registered report, M&E report, programme report, stock books and any other related files.

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16. Responsible for proper stock management of all the related stock at the township level.
17. Coordinate and cooperate with township field project assistants in office related work and day to day running of office activities.
18. Must do physical stock count and verification of the LLINs, RDTs, anti-malaria drugs and fixed assets monthly, quarterly, annually and report monthly to APO/PO with related stock report.
19. Must accompany Central and State level supervisors as well as LFA/UNOPS during their M&E visits to the township and project villages.
20. Must be able to ride motorcycles and have valid driving license.
21. Perform any other duties as assigned by supervisors.

### **Skills, Competencies and Requirements**

- **Myanmar National**
- Any Graduate or University degree holder.
- Must have at least two years previous working experience in the related fields at INGOs/NGOs.
- Must be good at interpersonal skills including coordination and communication skills.
- Must have proven track record of field supervision, data management and leadership skills.
- Willingness and be able to travel too hard to reach remote areas, can also work overtime outside the office hours and whenever required.
- Must be initiative, creative and have independent problem solving skills in the implementation of programme activities at the township and village level.
- Having excellent knowledge of local language and able to speak Shan/PaOh language is highly preferable.
- Good knowledge of Microsoft word, excel and power point is desirable.
- Good knowledge of English is an asset.

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- Res Cross Volunteers are encouraged to apply.

**Application process:** Please send your application letter, CV, and related documents (PDF Version) 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),  
Shan State, Taunggyi

(or)

Email: [mrcshr.tgi@gmail.com](mailto:mrcshr.tgi@gmail.com)

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

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

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