



Career Opportunities

Position Title	: Project Officer
No. of Post	: (1) Post
Report to	: Program Coordinator
Department	: Rakhine Operations Management Unit
Duty Station	: Maungdaw
Grade	: D 2
Benefit	: Salary + Staff House + Hardship Allowance + Additional Allowance + Insurance + Communication Charges + Travelling Allowance + Home Return Leave + Casual Leave+ Quarantine Leave+ Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave Program
Application Deadline	: (13/02/2019), 16:30 pm

Purpose of the position: The Project Officer will be responsible to manage and implement the Livelihood project in Maungdaw, Northern areas of Rakhine State. The project concerns to implement direct and indirect affected communities by August 2017 situation in Maungdaw, Rakhine State. Project Officer will ensure all activities are implemented in line with the project goal, objectives and output indicators. Project Officer will be based in Maungdaw, as part of the Rakhine Operations Management Unit, Maungdaw Hub Office team, and will work under the direct supervision of the Programme Coordinator.

Duties and Responsibilities

Planning and Budgeting

1. Prepare detailed plans and budgets for the project
2. Participate in the preparation of operational plans for the project
3. Develop an internal MRCS branch capacity-building plan, based on a training/capacity needs assessment and other data, and guide the implementation of preparedness actions and

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measures required to help prepare branches in respective Township and Red Cross Volunteers (RCVs)

Implementation

4. Lead the Livelihood Project team and supervise the field officers in implementation of all planned activities
5. Provide technical guidance to Field Officers and volunteers to carry out assessments, develop activity plans, and monitoring
6. Ensure that suitable community mobilisers are selected and trained in communities
7. Ensure that project implementation is in line with MRCS strategy, policies and the Red Cross Fundamental Principles and Code of Conduct
8. Maintain all hard and soft copy files for the Project
9. Perform any other assigned tasks by senior management
10. Take responsibility for the overall implementation plan and scheduling and workshops, and ensure community participation in all phases of programme planning and implementation as per minimum standards for Community Engagement and Accountability

Financial Management

11. To coordinate with Finance Officer to undertake financial processes related to working advances, receipts, expenditures and ensure management of financial records for program activities under supervision

Coordination and Reporting

12. Work in close coordination and cooperation with other programme
13. Coordinate closely with Township Red Cross Branch, local authorities, ICRC and other humanitarian organizations present in project areas, and when possible, attend relevant coordination meetings in Maungdaw and ensure that the MRCS project is well coordinated, following agreed standards and best practices, and not duplicating other support
14. (Develop and make use of contacts with Red Cross partners, government agencies, local and international NGOs)
15. Prepare reports (monthly, quarterly and key activities reports) and submit to line manager before the agreed deadlines

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Skills, Competencies and Requirements

- **Must be a Myanmar National**
- **Age between 21 and 45 years**
- University Graduate with Social science is preferable
- Two years experience on Livelihood project/ program
- Knowledge and experience of work with NGOs
- Good to manage project, planning, process
- Able to work effectively with communities in the state and international staff
- Ability to manage and priorities multiple tasks, take initiative and problem solve
- Able to work well in a team and live in stressful situations
- Excellent computer and data management skills
- Effective English language skill (Written & Spoken)

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

Myanmar Red Cross Society

Rakhine Special Program

Bawdi street, Kyae Pin Gyi Qtr, Sittwe. (Or) Email: mrcrsp@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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