



Myanmar Red Cross Society

Career Opportunities

Position Title	: Mine Risk Education Officer
No. of Post	: (2) Posts
Report to	: National Mine Risk Education Coordinator
Department	: Disaster Management
Duty Station	: Kengtung /Hpa-An
Grade	: D1
Benefits Packages	: Salary + Accommodation Allowance + Insurance + Training + Travelling Allowances + Casual Leave+ Quarantine Leave + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave
Application Deadline:	(04 /03/2019), 16:30 pm

Program Background: Myanmar Red Cross Society (MRCS) is now responding in Mine Risk Education (MRE) Program in all over the country and preparing for recovering actions in selected areas:

Purpose of the Position: To support National MRE Coordinator and MRCS Disaster Management in the implementation of MRE Activities to promote safe behavior in regards to the Mine/Unexploded Ordnance (UXO) problem and People living or returning to the Mine/UXO affected areas in Myanmar are fully aware of danger posed by Mine/UXO's.

Duties and Responsibilities

1. Regularly brief and update to National MRE Coordinator the development of Local Mine Risk Education (MRE) implementation.
2. Attend and represent MRCS at local MRE Cluster meeting.
3. Locally coordinate with MRE actors.
4. Organize the Local training for MRE awareness sections.

"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"

5. Prepare the training plan and develop session plan for integrated section in First Aid training.
6. Closely coordinate and mobilize the RCVs for MRE awareness section in community.
7. Ensure the implementation of MRE activities in States is conducted according to International Mine Action Standards.
8. Monitor the committee MRE awareness section.
9. Submit monthly activities report including next month plan to National MRE Coordinator.
10. Closely coordinate with National MRE Coordinator and Grade (1) Officer for day to day activities.
11. Preparation of detail budgeting, budget break down calculation, working advance and clearance and budget control and monitoring regarding to the POA.

Skills, Competencies and Requirements

- **Must be a Myanmar National**
- **Age between 20 to 45 years**
- **University Graduated**
- **Minimum 3 years of related field**
- **Solid planning, activities management and reporting experience**
- **Must respect local traditional customs**
- **Strong leadership, negotiation and interpersonal communication skill**
- **Ability to manage multiple priorities to meet deadlines and adhere to program schedule**
- **Effective computer skills as well as Microsoft word, excel and power point are desirable**
- **Effective Local language skill**
- **Perform related duties as assigned by HQ**

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

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Head Office:

Myanmar Red Cross Society

Razathingaha Road, Dekhinathiri,

Nay Pyi Taw.

Email: mrcshrrecruitment@gmail.com

Branch Office:

Myanmar Red Cross Society

No. 42, Red Cross Building, Strand Road,

Botataung Township, Yangon. (or)

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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