



## **Career Opportunities**

<b>Position Title</b>	: Project Officer
<b>No. of Post</b>	: (1) Post
<b>Report to</b>	: Project Coordinator
<b>Department</b>	: Health Department / Reproductive, Maternal, Newborn, Child Health
<b>Duty Station</b>	: Myo Thit
<b>Grade</b>	: D1
<b>Benefits Packages</b>	: Salary + Accommodation Allowance + Insurance + Training + Travelling Allowances + Casual Leave+ Quarantine Leave+ + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave
<b>Application Deadline</b>	: (20 / 03 / 2019),16:30 pm

**Project Background:** The Reproductive, Maternal, Newborn, Child Health (RMNCH) project in 2 Rural Health Centre (RHC) catchment areas of Myo Thit Township in Magway Region in Myanmar will improve access to and utilization of RMNCH services. The target population includes 61,022 hard to reach rural people, including approximately 20,000 migrant workers living in unregistered villages, with a focus on women and children under 5 years old.

Key program components are based on a concept of "continuum of care" and include:

- a) Strengthening of health systems capacity to deliver quality RMNCH services from household to township level;
- b) Empowering and building capacity in communities to address the most common diseases and health hazards;

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- c) Enhancing capacities of Myanmar Red Cross Society to manage and deliver sustainable health activities.

**Purpose of the position:** The Project Officer assist the Programme Coordinator in all aspects of planning, management and implementation, including line-management of field staff, of the MRCS community-based RMCNH programme supported by the Danish Red Cross (DRC). The position involves the following tasks/main responsibilities:

## **Duties and Responsibilities**

### **Project Implementation**

1. Design and implement the project activities.
2. Conduct any necessary actions required for project activities under the project frame
3. Participate in baseline data collection, training needs assessments and preparation of training plans and materials to be used by the programme as well as other MRCS projects.
4. Assist in preparing training curriculum and training materials.
5. Conduct the technical training for field staffs and volunteers.

### **Management**

1. Manage the Field Supervisor for proper implementation
2. Supervise and manage the volunteers, Field Admin and Finance Assistant
3. Collect community voices, issues, needs and success stories done by Field Supervisor to suggest and facilitate for future plan
4. Develop own work plan to meet the program objectives by discussing with the team or Field Supervisor
5. Supervise and support the Field Supervisors to meet their planned activities
6. Share knowledge and information to create an enabling environment for capacity building among Field Supervisor and volunteers involved in programme implementation.

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## **Monitoring and Reporting**

1. Conduct regular and frequent monitoring and supervisory visits to the programme sites, ensure use of available standardised reporting system and participate in periodic reviews and evaluations (internal as well as external).
2. Organize, assist and participate in review and evaluation meetings
3. Review monthly and quarterly programmatic reports from Field Supervisor related with project indicator
4. Conduct regular and frequent monitoring and supervisory visits to the programme sites, ensure use of available standardised reporting system and participate in periodic reviews and evaluations (internal as well as external).
5. Submit update information, monthly and quarterly reports in a timely manner to the Program Coordinator

## **Coordination and Collaboration**

1. Coordinate with Township Health Department, community and local authority and others implementing partners for project activities
2. Taking the leading role in organizing and mobilizing for project activities within his/her assign townships.
3. Perform duties assigned by Project Coordinator.

## **Financial Management**

1. Prepare cash forecast and working advance request based on plan of action quarterly and share to Finance Officer for compilation before agreed deadlines
2. Prepare financial settlement in line with MRCS financial regulation and get approval for the financial expenditure used by field office.
3. Prepare annual and quarterly budget together with detail break down

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## Skills, Competencies and Requirements

- Myanmar National
- Ages between 24 to 45 years
- Relevant university degree.
- At least 2 years of experience in health related field.
- Solid project management and financial management experience.
- Good analytical and report writing skills.
- Good organisational and interpersonal skills, including communication skills.
- Knowledge of participatory approaches an advantage.
- Ability to travel frequently to programme sites.
- Respect the ethical cultures and life styles of the primary target group.
- Good mastering of spoken and written English in addition to high level Myanmar language skills.
- Self-supporting in computers (MS Office)
- Be able to operate motorbike.

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

**Branch Office:**

**Myanmar Red Cross Society**

**Branch Office / RMNCH Project Office**

**Thalar Wati St; , Minn Ward, Myo Thit Township , Magway Region**

**Email:** [mrscopythit@gmail.com](mailto:mrscopythit@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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