



Career Opportunities

<b>Position Title</b>	: <b>Program Coordinator</b>
No. of Post	: (1) Post
Report to	: Hub Manager
Department	: Rakhine Operations Management Unit
Benefit	: Salary + Staff house + Hardship Allowance + Insurance + Communication Charges + Travelling Allowance + Home Return Leave / Annual Leave+ Quarantine Leave+ Casual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave Program
Duty Station	: Sittwe
Grade	: E1
<b>Application Deadline</b>	: <b>(27/03/2019), 16:30</b>

**Program Background:** MRCS in collaboration with the American Red Cross is planning on implementing an OFDA funded programme in Central Rakhine State over a fifteen-month period. The project seeks to contribute to the increase of overall resilience of communities both directly and indirectly communities. The project will target two townships in Central Rakhine State, namely Ponnagyun and Minbya Townships. The project will strengthen Myanmar Red Cross Society (MRCS) capacity to engage communities in resilience programming through training and awareness building. The project will also seek to address an observed lack of awareness surrounding hygiene practices in villages through direct interaction with community members.

**Purpose of the position:** The Programme Coordinator will ensure all activities are implemented in line with the project goal, objectives and output indicators. The Programme Coordinator will be based in Sittwe and will work under the direct supervision of the Hub Manager. The Programme Coordinator will closely coordinate with the Township Red Cross Branch, Minbya and Ponnagyun Branches, Partners, and Community Based Organizations.

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## **Duties & Responsibilities**

1. Supervise staff in Sittwe, Minbya, and Ponnagyun office and implement the operational plan, by ensuring integration of cross-cutting issues such as community engagement and accountability, gender and diversity.
2. Provide technical guidance to project staff and volunteers to carry out assessments, develop activity plans, and monitor its implementation in coordination with the field officer / programme officer, who will also be recruited for this project. S/he will ensure that information gathered during monitoring process will feed into any future planning and implementation;
3. Validate information collected in the field by the programme officer;
4. Ensure that suitable community volunteers are mobilized and trained where possible;
5. Prepare detailed plans and budgets for BOCA exercises, branch development activities in line with branch development model;
6. Prepare detailed scoring cards for determining the validity of small-scale mitigation programs;
7. Ensure staff follow best practices around cash-based interventions;
8. Manage detail for stock positioning distribution and dispatch and procurement plans;
9. Prepare monthly and quarterly reports and submit to Rakhine Program Manager in Yangon office before deadlines;
10. Liaise with the American Red Cross's Disaster Risk Reduction / Livelihoods Delegate (based in Yangon) and appraise of any deviations to operational plans;
11. Carry out any other tasks assigned;

## **Coordination and Cooperation**

12. Coordinate with Township Red Cross Branch, local authorities and technical departments, the general administration department and other humanitarian organizations in the implementation of all planned activities;
13. Establish a good relationship with partners and share relevant information with them in a timely manner;
14. Attend cluster and coordination meetings at local level to ensure that the MRCS project is well coordinated, followed standards, and avoid duplications;

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15. Cooperate and coordinate with the local authorities at township level in implementing the Red Cross Movement Humanitarian activities.
16. Undertake field trips with counterparts and stakeholders to monitor and assess the progress of activities, and to provide timely and informative reports to the Program Manager and partners;

### **Financial Management**

17. Manage the programme budget in line with financial guidelines and procedures;
18. Manage expenses, including cash transfer preparation and submit working advance requests and financial reports in timely manner against planned activities;
19. Prepare annual and quarterly budget together with detailed break downs;
20. Monitor budget and expenditure as well as utilization and variance. Ensure that any deviations from operational plans are submitted on time to avoid underspend;
21. Submit monthly liquidation report to the Rakhine Program Manager in a timely manner;

### **Staff Management**

22. Manage staff members (field officers and DRR officers) and liaise closely with Yangon based staff;
23. Encourage staff to perform at their best to have high quality of work done;
24. Monitor staff and provide technical support as required;
25. Disseminate Red Cross Movement SOP's and plan of actions to all staff members;
26. Participates in the evaluation of personnel's performance in line with Performance Appraisal Guidelines;

### **Safety and Security**

27. Ensure effective data management (hard and soft copy files) for all projects;
28. Continuously monitor security situation at local level and update the Hub Manager should any changes occur;
29. Continuously monitor and report community's perception and acceptance of the Red Cross;

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## Skills and Competencies Requirement

- **Must be a Myanmar National**
- **Age between 24 to 50 years**
- **University Graduate**
- **Minimum 3 years experiences in emergencies management and community-based programs;**
- **Minimum 2 years-experience of DRR, Resilience and cash-based interventions;**
- **Good interpersonal and communication skill in English, Myanmar and Rakhine is preferable;**
- **Willingness to perform assigned tasks and duties to tight deadline and ability to perform said tasks neutrally;**
- **Knowledge of and experience in working/coordinating with international and national partner organizations;**
- **Able to work with different communities in sensitive situations;**
- **Good negotiation skills;**
- **Experience of managing staff;**
- **Excellent computer and data management skills;**
- **Intermediate level of English language (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: [mrcsrsp@gmail.com](mailto:mrcsrsp@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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