



## **Career Opportunities**

<b>Position Title</b>	: <b>Branch Development Officer</b>
<b>No. of Post</b>	: (1) Post
<b>Department</b>	: Rakhine Operations Management Unit
<b>Report to</b>	: Programme Coordinator
<b>Benefit</b>	: Salary + Staff House + Hardship Allowance + Insurance + Communication Charges + Travelling Allowance + Home Return Leave + Casual Leave+ Quarantine Leave+ Annual Leave+ Medical Certificate Leave + Maternity Leave + Paternity Leave + Substituted Leave Program
<b>Duty Station</b>	: Sittwe
<b>Grade</b>	: D1
<b>Application Deadline</b>	: (26/03/2019), 16:30 pm

**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 affected by communal violence. 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. MRCS is seeking a Branch Development Officer to join this team.

**Purpose of this position:** To support the Organizational Development Department in the development of well-functioning Branches in Ponnagyun and Minbya Townships in Central Rakhine in order to enhance the Branch's capacities to improve the situation of the most vulnerable. Primarily, the branch development officer shall coordinate, support and monitor the implementation of the branch development approach and plans of action in line with Strategic plan 2016-2020.

**"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"**

## **Duties and Responsibilities:**

### **Branch Development and Capacity Building**

1. Disseminate the roles of branch governance and volunteer management and identify the needs of branch EC and branch volunteers
2. Facilitate the updated branch development model and how to integrate with Program and project management
3. Assess the targeted branch capacities by using Branch capacity assessment checklist and Branch Organizational Capacity Assessment tools
4. Support the branch to prepare and submit their draft plan of action in line with Branch Organizational Capacity Assessment results
5. Facilitate in capacity building training sessions including branch development, Volunteer Management, youth development and Red Cross dissemination, etc
6. Prepare the training needs for volunteers and branch governance and members
7. Prepare monthly basic-working advance cash requests
8. Conduct regular monitoring visits in order to ensure progress in being achieved on the branch plan of action
9. Prepare and develop monthly and quarterly basic or ad-hoc reports and meeting minutes in line with the standard reporting template
10. Support the branch to prepare and submit branch assessment report after the branch assessment has been completed
11. Collect branch data on categories and numbers of active volunteers, members and branch assets and submit to Deputy Director in monthly basis
12. Assist the branches to develop plan of actions that responds to priority needs of the branches and its vulnerable populations and monitor its implementation

### **Coordination and Cooperation**

13. Coordinate and cooperate with branch governance, members and volunteers and targeted community members.
14. Coordinate with all levels of MRCS in order to implement the Branch Development plan of action (Branch Organizational Capacity Assessment-BOCA) and other Branch Support activities.
15. Work closely with state/region supporting officer and volunteer leaders as well as youth committee to get data and information on time.

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16. Support the branch to organize their branch advocacy meetings with township Executive Committees, local authorities and community leaders and services organizations.
17. Organize regular coordination meetings (Red Cross Volunteer/Branch meeting, Red Cross Supervisory Committee meeting, etc.)
18. Engage Youth volunteers in branch development priorities.

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

- **Must be a Myanmar National**
- **Age between of 23 years and 50 years**
- University Graduate, preferably relevant diploma and training certificate related with Red Cross/Red Cross movements
- Minimum three year experiences of working in similar field
- Experiences in planning, capacity-building, management and reporting
- Experience in Red Cross movement and community engagement and development are preferable
- Good communications, mobilizations, coaching, mentoring, facilitation and training skills
- Self-supporting in computers (Microsoft Office)
- Effective English language skills
- Previous experience of working in Rakhine State would be an asset

**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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