



## **Career Opportunities**

<b>Position Title</b>	: <b>Branch Development Officer</b>
<b>No. of Post</b>	: (1) Post
<b>Report to</b>	: Senior Branch Development Officer
<b>Department</b>	: Organizational Development Department
<b>Duty Station</b>	: Nay Pyi Taw/ Yangon
<b>Grade</b>	: D2
<b>Benefits Packages</b>	: Salary + Insurance + Training + Travelling Allowances + Casual Leave+ Quarantine Leave+ Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave
<b>Application Deadline</b>	: (08/05/2019), 16:30

**Purpose of this position:** To support the Organizational Development Department in the development of well-functioning Branches 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.

### **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.

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**"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"**

6. Prepare the training needs for volunteers and branch governance and members.

### **Planning, Monitoring & Reporting**

7. Develop monthly, quarterly and annual work plans and budget.
8. Prepare monthly basic-working advance cash requests.
9. Conduct regular monitoring visits in order to ensure progress in being achieved on the branch plan of action.
10. Prepare and develop monthly and quarterly basic or ad-hoc reports and meeting minutes in line with the standard reporting template.
11. Support the branch to prepare and submit branch assessment report after the branch assessment has been completed.
12. Collect branch data on categories and numbers of active volunteers, members and branch assets and submit to Deputy Director in monthly basis.
13. 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**

14. Coordinate and cooperate with branch governance, members and volunteers and targeted community members.
15. Coordinate with local authority whom support are needed.
16. Coordinate with all levels of MRCS in order to implement the Branch Development plan of action (Branch Organizational Capacity Assessment) and other Branch Support activities.
17. Work closely with state/region supporting officer and volunteer leaders as well as youth committee to get data and information on time.
18. Support the branch to organize their branch advocacy meetings with township Executive Committees, local authorities and community leaders and services organizations.
19. Organize regular coordination meetings (Red Cross Volunteer/Branch meeting, Red Cross Supervisory Committee meeting, etc.)
20. Engage Youth volunteers in branch development priorities.

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## Skills, Competencies and Requirements

- **Must be a Myanmar National**
- **Age between 24 to 40 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

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

**Head Office:**

Myanmar Red Cross Society  
Razathingaha Road, Dekhinathiri,  
Nay Pyi Taw.

Email: [mrcshrrecruitment@gmail.com](mailto:mrcshrrecruitment@gmail.com)

**Branch Office:**

Myanmar Red Cross Society  
No. 42, Red Cross Building, Strand Road,  
Botahtaung Township, Yangon. (or)

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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