



Career Opportunities

Position Title	: Project Manager
No. of Post	: (1) Post
Report to	: Deputy Director (Youth and Volunteer Development)
Department	: Organizational Development Department
Duty Station	: Nay Pyi Taw/Yangon
Grade	: F2
Benefits Packages	: Salary + Insurance + Training + Travelling Allowances + Casual Leave+ Quarantine Leave+ + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave
Application Deadline	: (13/05/2019), 16:30

Project Background: “Myanmar Red Cross Society (MRCS)” is going to start a project called “Strengthening the structures and disaster risk management capacities of the Myanmar Red Cross Society” with the support of German Red Cross (GRC). The project aims is contribute to strengthened self-help capacities of the population by improving assistance services in the area of disaster risk management of the Myanmar Red Cross as National Aid Agencies.”

Position Purpose: Project Manager shall lead implementation of National Society Development Project focused on Organizational Development, First Aid and Safety and Disaster Risk Management which all are composed in the project “Strengthening the structures and disaster risk management capacities of the Myanmar Red Cross Society” under supervision of Deputy Director of Organizational Development Department and in close cooperation with the GRC country representative including invited delegates and advisors.

Duties and Responsibilities

Project Management

1. Provide overall leadership and management which are including project formulation and implementation to monitoring and evaluation.

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2. Ensuring that the project is carried out in accordance with project documents, Cooperation Agreement between MRCS and partners, as well as MRCS policies, strategies and procedures, and donor requirements.
3. Ensure systematic collection of relevant data for monitoring and evaluation of progress, its outputs and impact.
4. Undertake regular field visits in order to monitor and assess the progress of implementation.
5. Compare plans with achievements, evaluate success of work and develop necessary adjustments, recommendations and follow up activities of implementing activities.
6. All others complementary tasks which will be defined by the Director and Deputy Director of Organizational Development Department.
7. Attend and contribute to face to face biannual and annual report meetings with the donors and country representative.

Financial management

8. Responsible for annual and quarterly budget preparation, budget validation, and detail break down of budget.
9. Regular monitoring of budget and expenditure utilization and variance.
10. Ensure that project funds are spent according to the project objectives, MRCS/GRC financial management guidelines and donor requirements.
11. Coordinate with the MRCS HQ Senior Finance Officer and Finance Manager from GRC Myanmar Country Office (if necessary) on timely and accurate submission of financial reports and transfers' requests to GRC in accordance with the Cooperation Agreements.

Staff Management, Participation and Supervision

12. Lead, guide and supervise the work of the project staff including township levels.
13. Organise work responsibilities to ensure individual staff's clear and unambiguous understanding of their obligations, role and contribution to achieve the project objectives and outputs.
14. Convene regular working meeting with the project staff, analyse the training needs of staff and build capacities of staff in project management, report writing and other relevant areas as feasible.
15. Support sharing of knowledge and information among staff involved in the project to create an enabling environment for capacity building among staff.

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16. Supervise and manage project staff performance, providing probationary performance review and yearly performance appraisals of staff.

Coordination and Collaboration

17. Enhance MRCS profile in the project development, in collaboration with related Ministries such as the Ministry of Health and Sports, Ministry of Education as well as Ministry of Social Welfare and Resettlement; Community based organisations and other key community development players.
18. Cooperate closely with GRC Country representative and technical advisors on project management including implementation, monitoring, reporting and evaluation.
19. Ensure that the project components and approaches are harmonized and aligned with MRCS Strategic Plan 2016-2020, resilience framework and plans of action.
20. Ensure regular collaboration and coordination with organizational development, First Aid and Safety and Disaster Risk Management components.
21. Develop and maintain a professional relationship with all MRCS Departments, delegates and technical advisors/consultants working with MRCS.
22. Develop and maintain strategic relationships with the key organisations including government and other organisations in Myanmar and participate in forums and meetings to foster collaboration with relevant organisations and agencies.
23. Represent and promote MRCS at relevant national and regional forums and public events.
24. Accompany GRC and technical advisors to project sites.

Monitoring, Evaluation and Reporting

25. Regular monitoring of indicator tracking table, and quality of services together with PMER Manager and Senior M&R Officer.
26. Submit monthly/quarterly/inter-medium and annual narrative report to Director of Organizational Development and Country Representative of GRC.
27. Ensure timely and accurate preparation and submission of annual and quarterly plans of actions with estimate budget to the GRC.
28. Supervise and lead project monitoring, review and evaluation activities including baseline data collection, review and evaluation.

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29. Compile and evaluate reports received from projects, identify problem areas, document findings of studies and prepare recommendations for implementation of necessary activities, procedures or other changes in the program.

Skills, Competency and Requirements

- **Myanmar National**
- University Graduate (Post graduate degree in Social Sciences/ Development Studies are preferred)
- Minimum 5 years work experience in project/programme management with proven competences in planning, implementation, monitoring and reporting and in budget control.
- Experience in the application, implementation and reporting of international donors funded programmes are preferable.
- Demonstrated skill in analytical and strategic thinking. Experience in facilitation of trainings and workshops
- Strong skills in written and oral English – Must have good communication skill including interpersonal skill, planning, monitoring, supervising, reporting and self-management
- Effective Computer Skill (MS Office Packages).
- Experience of working for the Red Cross/Red Crescent is preferred

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

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

Only short listed candidates will be contacted for a personal interview.

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