



Career Opportunities

Position Title	: Senior Monitoring and Reporting Officer
No. of Post	: (1) Post
Report to	: Project Manager
Department	: Organizational Development Department
Duty Station	: Nay Pyi Taw/Yangon
Grade	: E2
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 (MRCS)” 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 Society as National Aid Agencies.”

Purpose of the Position: The Monitoring and Reporting Officer will supports the planning, monitoring and reporting management of the German Red Cross (GRC) country office to ensure the programs/projects and activities supported by the country office are implemented in accordance with the MRCS, GRC and donor policies and requirements, according the approved project proposals, budget, and logframe.

Duties and Responsibilities

Project monitoring and reporting

1. Provide technical support in monitoring and reporting to the GRC-supported projects and project staff of MRCS, based in the established PMER Framework standards and guidelines.

"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"

2. Consolidate regular reporting and provide appropriate guidance and advice to the program/project teams in planning, monitoring, and reporting according MRCS, GRC and donor requirements
3. Undertake regular on-site monitoring and reporting of project activities through field visits, technical workshop and forums, joint-implementation (if-required), survey, questionnaires, interviews and other monitoring tools, as relevant
4. Provide technical support to MRCS project teams in planning and reporting capacity building, resilience and disaster risk reduction (school-based and community-based) activities in the project areas
5. Share experiences and provide hands-on support to the GRC-supported projects whenever required
6. Prepare power-point presentations, summaries, consolidation diagrams and similar as required
7. Work together with the GRC finance team (especially finance manager) for appropriate reporting, in particular to monitor and review the spending rates of projects as well as carry out follow-up actions as necessary
8. Assist the GRC country representative in identifying and analysing risks/challenges/issues faced by projects or project teams to ensure appropriate solutions and support as needed.

Project planning

9. Support MRCS and GRC country representative in developing logframe, concept notes and proposals for existing and potential new projects
10. Look for opportunities of synergy and innovation in the existing projects and provide support together with the respective team/s
11. Participate in meetings, workshops, forums, working groups, other events as relevant

Capacity development

12. Support institutional capacity building of MRCS (in particular OD, DM, FA departments and related PMER activities) related planning, monitoring and reporting. These activities may be supported directly by GRC as well as in collaboration with other partners.
13. Assist GRC Country Representative in building capacity of MRCS staff, providing training, coaching and mentoring support as required
14. Together with the GRC country representative support MRCS emergency response during any future disaster/s by collaborating and assisting the MRCS and collaborating with other partners

"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"

15. Participate in meetings, calls related to emergency response as needed

Skills, Competencies and Requirements

- **Myanmar National**
- University Graduate (Post graduate degree in Social Science, Public Administration, or equivalent professional qualifications are preferred)
- 2 years of relevant experiences in community based programs including monitoring, reporting and provision of technical support
- Relevant training in disaster management/ disaster risk reduction and/ or disaster response are preferable
- Strong reporting writing skills, in particular English language
- Good understanding of Myanmar DRR and Development context
- Must have strong collaboration and coordination skills
- Interpersonal and communication skills
- Ability to manage multiple priorities and to work under pressure with tight deadlines
- Self-supporting in computers (Windows, spread-sheet, word-processing)
- 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.

Branch Office:

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

Email: mrcshrrecruitment@gmail.com

For more information and application, please visit to the www.redcross.org.mm

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

"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"