



Career Opportunities

Position Title	: Assistant Project Officer
No. of Post	: (1) Post
Report to	: Project Officer
Department	: Organizational Development Department
Duty Station	: Nay Pyi Taw/ Yangon
Grade	: D1
Benefits Packages	: Salary + Insurance + Training + Travelling Allowances + Casual Leave+ Quarantine Leave+ Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave
Application Deadline	: (17/05/2019), 16:30

Background of the Project

Myanmar Red Cross Society (MRCS) in collaboration with the American Red Cross (AmRC) is planning to implement the project called Red Cross Readiness with the support of USAID. It is intending to strengthen the organizational capacities of nine National Societies mainly focus on strengthening the capacity, readiness and resilience of National Red Cross/Red Crescent Societies in East Asia and Pacific to respond to local disasters which is including Myanmar. This project will seek to address the capacity issues with the longer-term goal and ultimate benefit of improving the ability to reach communities affected by disasters and respond in a more efficient and effective way.

Purpose of the Position

The Assistant Project Officer assists the Project Officer in all aspects of planning, management and implementation, including line-management of field staff. This position involves the following tasks and responsibilities.

Duties and Responsibilities

1. Assist for routine work-plan for targeted Branches and support in close community need assessment with the responsible technical departments at MRCS HQ
2. Assist to reach project's objectives/outputs in line with project work plan and follow to data collection procedures and tracking of performance indicators.
3. Conduct any necessary actions required for project activities under the project frame

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4. Conduct regular and frequent monitoring and supervisory evaluation
5. Organize, assist and participate in review and evaluation meetings

Coordination and Cooperation

6. Coordinate and cooperate with Township Red Cross Branches/State/Region, MRCS HQ, and local authorities in the implementation of all planned activities;
7. Work in collaboration with MRCS at all levels of project implementation.
8. Ensure other duties assigned by Project Officer.

Financial Management

9. Prepare cash forecast and working advance request based on plan of action quarterly
10. Prepare financial settlement with MRCS financial regulations and get approval for the financial expenditure
11. Assist to prepare detailed plans and budgets for project activities to implement in a timely manner.

Reporting

12. Submit update information, monthly and quarterly reports in a timely manner to the Project Officer.

Others

13. Undertake relevant tasks as assigned by Project Officer and Other Supervisors.

Skills, Competency and Requirements

- **Must be a Myanmar National**
- Age between 22 to 35 years
- University degree (Diploma in Social Science or equivalent professional qualifications are preferred)
- Minimum of 2 years working experience in related field
- Solid project management and financial management experience
- Good organizational skills, ability to prioritize workload and multi-tasking
- Knowledge of participatory approaches as an advantage
- Good analytical and report writing skills
- Effective English Language skill (written or verbal)
- Good communication, interpersonal, planning, monitoring, supervising, reporting and self-management skills.
- Team-work oriented and able to work under pressure
- Ability to travel frequently to project areas
- Effective Computer Skill (MS Office Packages)

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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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