



### Career Opportunities

Position Title	: Mechanic /Driver
No. of Post	: (1) Post
Report to	: Assistant Fleet Officer
Department	: Rakhine Operations Management Unit
Duty Station	: Buthidaung
Grade	: B2
Benefit Packages	: Salary + Accommodation Allowance + Hardship Allowance+ Additional Allowance+ Insurance + Communication Charges + Travelling Allowance + Home Return Leave / Annual Leave+ Quarantine Leave+ Casual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave Program
Application Deadline	: (19/06/2019), 16:30

**Program Background:** In 2017, MRCS is increasing its engagement in Rakhine state through immediate, medium and long-term support to people affected by communal violence. With the support of IFRC, ICRC MRCS has initiated Rakhine Operations Management Unit program in Sittwe, Mrauk-U, Kyauktaw, Ponnagyun, Minbya, Maungdaw, Buthidaung, and Rathedaung Townships. Program period is initial three months and high possibility of extension as long-term program. Maungdaw, Buthidaung, and Rathedaung areas are under the management of Maungdaw Hub office. MRCS is setting up Operation Management Unit.

**Purpose of this position:** We are looking for a skilled Mechanic to assemble, maintain and repair machinery and vehicles. You will be responsible for ensuring functionality and reliability of machines, engines and mechanical systems of various machines and tools as well as follow all safety precautions. You will diagnose vehicles based on observational and mechanical testing as well as information provided by the driver and then provide assistant fleet officer with detailed estimates for repairs and replacements. Repair vehicles based on the diagnosed issues and repair

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estimate cost. Test drive vehicles after repairs are complete to ensure mechanical soundness and to determine whether any other problems exist. Describe vehicle's condition to supervisors, Drivers and answer any follow-up questions. File appropriate documentation on each repair.

### **Duties and Responsibilities**

1. To ensure MRCS policies and guidelines and properly followed.
2. Build and assemble machines or mechanical components according to requirements.
3. Inspect machines, engines, transmissions etc. and run diagnostic tests to discover functionality issues.
4. Conduct repairs aiming for maximum reliability.
5. Troubleshoot reported problems and resolve them in a timely manner.
6. Perform thorough maintenance on machinery, equipment and systems.
7. Clean and apply lubricants to machinery components.
8. Replenish fluids and components of engines and machinery.
9. Provide consultation on correct maintenance and preventative measures to machine or vehicle users.
10. Undertake other duties as assigned (e.g. repair of hydraulic systems, painting vehicles etc.)
11. Keep logs of work and report on issues.

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

- **Must be a Myanmar National**
- **Age Under 50 years old**
- Minimum high school completion is required with relevant technical certificate is preferred
- Excellent knowledge of machinery and hydraulic, electrical and other systems and their components
- Must have the excellent driving skills and update driving license
- Aptitude in using various hand tools (screwdrivers, hammers etc.) and precision measurement tools (e.g. callipers)
- Good experience in, vehicle, assets management and administration
- Ability to follow established procedures and practices and read instruction, blueprints etc

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- Very good communication skills and problem-solving ability
- Flexibility under pressure and in response to changing needs
- Interest in learning about the Red Cross/Red Crescent Movement

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

**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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