



Career Opportunities

Position Title	: Program Support Coordinator
No. of Post	: (1) Post
Report to	: American Red Cross (AmRC) DRR/ Livelihoods Delegate
Department	: Rakhine Operations Management Unit
Duty Station	: Sittwe
Grade	: E1
Benefit	: Salary + Staff house + Hardship 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	: (18/06/2019), 16:30

Background: MRCS in collaboration with the American Red Cross (AmRC) is planning on implementing an OFDA funded programme in Central Rakhine State over a fifteen-month period. The project seeks to contribute to the increase in the overall resilience of communities both directly and indirectly affected by communal violence. The project will target two townships in Central Rakhine, namely Ponnagyun and Minbya Townships. The project will strengthen Myanmar Red Cross Society (MRCS) capacity to engage communities in resilience programming through training and awareness building. The project will also seek to address an observed lack of awareness surrounding hygiene practices in villages through direct interaction with community members. The American Red Cross is seeking a Programme Support Coordinator to join this project.

Purpose of the position: The AmRC Program Support Coordinator, will work under the direct supervision of AmRC DRR / Livelihoods Delegate and support AmRC delegates in liaising with MRCS branches and staff on technical and operational issues related to implementation of the OFDA

"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"

Programme (and any other AmRC funded project which may become operational during this time), in line with programme objectives and outputs. He/she will also provide translation and administrative support, as assigned by line manager. The AmRC Programme Support Coordinator will be contracted by MRCS and seconded to AmRC, and based in Sittwe, Rakhine.

Duties and Responsibilities:

1. Support the delegate in detailed planning, monitoring and reporting, and financial management for ARCS supported programs, in coordination with relevant MRCS staff, and as assigned by line manager;
2. Support the delegate in providing technical support on sectors such as livelihoods, disaster risk reduction and organizational development to MRCS staff and volunteers in target townships;
3. Support the delegate in operational and technical coordination with MRCS staff and volunteers in target townships; and MRCS focal points at headquarter level when needed;
4. Take part in field trips to target townships when required;
5. Translate official documents from Myanmar local languages to English language as may be required; and provide translation support for meetings, workshops etc.
6. Provide administration support for arranging field trips, meetings, trainings and workshops, as assigned by line manager;
7. Assist the delegates in monitoring the safety and security situation, and the acceptance of Red Cross in Rakhine through local and social media, and through communities and the authorities, and immediately report to line manager on relevant issues;
8. Establish a close working relationship with MRCS staff in target townships; and the ICRC Sub-Delegation staff in Sittwe;
9. Establish a good working relationship with other external organizations including INGOs and attend relevant meetings in the absence of the DRR / Livelihoods Delegate;
10. Carry out any other tasks as assigned by the line manager.

"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"

Skills, Competencies and Requirements

- Must be a Myanmar National
- Age under 50 years old
- University or technical college graduate
- Minimum 2 years of relevant working experience
- Very good command of English language (written and oral)
- Excellent computer and data management skills
- Good interpersonal skills and ability to operate in a complex emergency environment
- Knowledge on community-based development programming and/or emergency response
- Knowledge of financial management and familiarity with the concepts of social and gender equity, vulnerability, and effectiveness and efficiency in the use of resources
- Willingness to perform assigned tasks and duties in tight deadline and perform with neutrality
- Experience in working with and coordinating with international and national partners
- Experience of working for the Red Cross is preferred
- Interest in learning about the Red Cross/Red Crescent Movement

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.

"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"