



Career Opportunities

Position Title	: Assistant Partner Relations Officer
No. of Post	: (1) Post
Report to	: Partner Relations Officer
Department	: Partner Relations 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	: (05/07/2019), 16:30 pm

Background: Strategy 2016–2020 of the Myanmar Red Cross Society (MRCS) place emphasis on developing a partnership framework for better and reliable engagement with, and transparent accountability to partners that we work with. One approach towards improving our effectiveness and building greater accountability in all MRCS work is to establish a more systematic and coordinated focal department towards communicating with all Movement and Non Movement partners as well as with other key stakeholders including government departments and ministries. Known as Partners Relations Department within the MRCS NHQ structure, this department aims to improve coordination, communication and collaboration between MRCS and partners through the provision of/ exchanging timely, relevant and accurate information and supports an environment of transparency and accountability of National Society. Within the framework of the Myanmar Red Cross policies and procedures and in accordance with the fundamental principles of the Red Cross Movement, Assistant Officer will be responsible to support the Departmental needs.

Purpose of the position: The purpose of establishing PR Department is to assist President of MRCS, to strengthen movement/non-movement partner relations and to provide support to MRCS offices regarding International Relations matters.

Duties and Responsibilities

1. Facilitate booking most economical flight route for Staff and Volunteer with regard to

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work-related foreign visits.

2. Facilitate hotel reservation and transportation of visitors if necessary.
3. Facilitate in applying visa process including travel insurance and notary of ECs work-related foreign visits.
4. Assist in typing visa/travel permit and other.
5. Ensure office stationery and facilities of the Department.
6. Request working advance and make financial clearance for EC's foreign trips and office personal.
7. Ensure updated petty cash account and cash book of the Department.
8. Collect and archive trip report of delegates/partners and Int'l trip report of Staff/volunteers.
9. Registration of incoming and outgoing correspondences.
10. Arrange refreshment, meal, souvenirs for the PR related visits.
11. Establish an efficient electronic and hard copy filing system.
12. Update the leave and fixed asset register quarterly.
13. Prepare new year presents for Partner Ministries yearly.
14. Perform tasks assigned by the Senior Management as necessary.
15. Actively work towards the achievement of MRCS goals.
16. Abide by and work in accordance with the Red Cross and Red Crescent principles.
17. Perform any other tasks and responsibilities that may be assigned by the line supervisor.

Skills, Competencies and Requirements

- **Must be a Myanmar National**
- **Age limitation is not older than 50 years**
- University Graduate
- One or more years of experience managing international communication and public relations
- Knowledge of the Movement and its polices, guidelines and resolutions is preferable
- Able to work on own initiative and solve problems and self-motivated
- Excellent computer (Microsoft package) and data management skills
- Flexibility under pressure and in response to changing needs

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- Interest in learning about the Red Cross/Red Crescent Movement
- Good level of English and Myanmar especially in translating, including written, spoken and typing

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.

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