



### Career Opportunities

<b>Position Title</b>	: Deputy Director
<b>No. of Post</b>	: (1) Post
<b>Report to</b>	: Director
<b>Department</b>	: Rakhine Operations Management Unit
<b>Duty Station</b>	: Nay Pyi Taw /Yangon
<b>Grade</b>	: G
<b>Benefit Packages</b>	: Salary + Insurance + Training + Travelling Allowance + Casual Leave + Quarantine Leave + Annual Leave + Medical Certificate leave + Maternity Leave +Substituted Leave Program
<b>Application Deadline</b>	: (18/06/2019), 16:30

**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, MRCS has initiated Branch Capacity Building Development program in Sittwe, Myauk-U, Kyauktaw, Ponnagyun, Minbya, Maungdaw, Buthidaung, and Rathedaung Townships. Program period is initial three months and high possibility of extension as long term program.

**Purpose of the position:** The Deputy Director is responsible to implement Resilience as multi-sector (DRR, WASH, Livelihood, Mobile Health Clinic, Mine Risk Education, Shelter and Branch Development) Programs in Rakhine Operations Management Unit plans for Rakhine State, targeted township. The Deputy Director works in coordination with the Federation, ICRC, other Movement Partners and the relevant government departments as well as UN, INGO/NGO in carrying out responsibilities. Deputy Director will be based in Nay Pyi Taw/Yangon and will work under the direct supervision of Director.

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## Duty and Responsibilities Program Implementation

1. Support Director to provide overall leadership to the Rakhine Operations Management Unit through Planning, Developing and Implementing MRCS strategies, plans and activities for response preparedness at national and branch levels. This includes multi-sector programs and related activities in line with Policy of MRCS and RCRC movement.
2. Overall supervision and management of procurement and stock for Rakhine State, Sittwe, Buthitaung and Maungdaw township with the coordination of Logistics Department (HQ).
3. Provide direct technical assistance, as required, to Rakhine State and Township Branches on specific issues related to multi-sector programs and support the process of mobilizing, facilitating and coordinating volunteers towards such programme.
4. Support MRCS with the development of their human resources involved with disaster response, through staff training.
5. Organize appropriate training for staff and volunteers to develop and maintain proper mechanisms, organization, management, structures and systems for managing emergencies (e.g. contingency plans, humanitarian needs assessment guidelines, reporting mechanisms, etc.)
6. Lead, guide, support and coordinate emergency response, resilience program operations and branch levels.
7. Assist MRCS in formulating and writing emergency appeals and annual appeals.
8. Assist to update MRCS contingency planning and SoP, in line with MRCS strategies, Federation guidelines and government policy framework.
9. Ensure accurate and timely Rakhine Operations Management Unit reports to Director.
10. Provide timely and accurate reports on a regular basis. It includes programme updates, operation updates as well as MRCS meetings and conferences.
11. Act as acting Director in absence of Director of Rakhine Operations Management Unit.
12. Any other relevant duties and responsibilities assigned by Director.

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### Advocacy and Coordination

13. Advocate to State/District/Township Red Cross Society members, staff and volunteers of MRCS, external stakeholders and the community member as well as partner agencies working in Red Cross Movement.
14. Create communication network to promote information flow between MRCS HQ, State/District and Township as well as between partner agencies.
15. Support Director in the assigned area, and keep informed of relevant development in the assigned area as well as coordinate all National Society's programs/projects and activities in the assigned area.

### Monitoring, Supervision and Reporting

16. Monitor and evaluate the effectiveness and efficiency of branch development activities and impact.
17. Prepare and submit the quarterly work plan, log-frame, budgeting, regular monthly progress reports to Director.
18. Ensure other duties assigned by Director.

### Staff Management

19. Ensure job satisfaction through creating friendly and trust worthy atmosphere.
20. Encourage staff to perform at their best to have high quality of work performance.
21. Monitor staff and provide technical support to them.
22. Participates in the evaluation of personnel's performance in line with Performance Appraisal Guidelines.

### Financial Management

23. Proactively manage budgets under your control within agreed financial limits to provide value for money in delivering services in line with financial guidelines and procedures.
24. Manage expense and submit working advance requests and financial reports in timely manner.
25. Prepare annual and quarterly budget together with detail break down.
26. Monitor budget and expenditure as well as utilization and variance.

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## Skill, Competencies and Requirements

- Must be a Myanmar National
- Age for not order than 45 years old
- University graduate is a must and any master degree is preferable
- At least 5 years managerial level in project and program experiences
- Ability to analyze information, data and report
- Effective language skills in both written and speaking (English and Myanmar)
- Experience in planning and organizing of interview, assessments, study, recreation and social activities and services
- Strong skill in report writing, facilitation and team building
- Financial Management and financial reporting skill and experience
- Computer literacy (MS word, excel, power point, outlook express)
- Well organized, effective, with excellent attention to detail and ability to meet deadlines
- Ability to manage and priorities multiple tasks, take initiative and problem solving
- Able to work well in a team and live in stressful situations
- Ability to travel anywhere at short notice
- 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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