



Career Opportunities

Position Title	: Monitoring & Reporting Officer
No. of Post	: (1) Post
Report to	: Health Program Coordinator
Department	: Rakhine Operations Management Unit
Duty Station	: Buthidaung
Grade	: D1
Benefit Packages	: Salary + Hardship Allowance + Additional Allowance + Accommodation Insurance + Communication Charges + Travelling Allowance + Home Return Leave /Annual Leave + Quarantine Leave + Casual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave Program
Application Deadline	: (26/06/2019), 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 and PNs 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 the position: The **Monitoring & Reporting Officer** (M&R Officer) will be responsible to assist and monitor the Mobile Health Clinic project in Maungdaw and Buthidaung Townships of Rakhine State. The project concerns to implement direct and indirect affected communities by August 2017 situation in Maungdaw, Rakhine State. M&R Officer will ensure all report preparation on activities are implemented in line with the project goal, objectives and output indicators. M&R Officer will be based in Buthidaung, as part of the Maungdaw Sub Office team, and will work under the direct supervision of the Health Program Coordinator.

"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"

Key responsibilities:

1. Provide assistance to the Mobile Health Clinic teams in monitoring, reporting and data management.
2. Work towards the goal of the Mobile Health Clinic project objectives through effective teamwork.
3. Ensure understanding of the local context, and roles, responsibilities, external relationships, accountabilities and teamwork of MRCS operations in Maungdaw and Buthidaung Townships.

Duties and Responsibilities:

4. Monitor and evaluate overall project progress on achievement of outputs (activities) and outcomes (results) on a regular basis.
5. Coordinate together with the Mobile Health Clinic team in data collection for different assessments and monitoring surveys.
6. Assist the Team Leaders (Medical Doctors), Health Program Coordinator and Head of Sub Office with the support of Health delegate, in compiling monthly progress reports and final reports according to deadlines.
7. Ensure effective management of all project-related data, including timely and accurate survey data entry from paper forms to Excel databases.
8. Provide technical assistance and training on Monitoring, Evaluation and Reporting to staff, RCVs and communities.
9. Conduct regular field assessments, analyze information collected and
 - Make appropriate recommendations for the project teams.
 - Provide feedback to the Team Leaders (Medical Doctor), Health Program Coordinator on project activities.
10. Promote beneficiary feedback mechanisms in project sites.
11. Document Success stories and good practices of the project.
12. Collect project's photos, video clips and other visibility materials and include them in reports.
13. Ensure to claim financial working advance and travel cost for own.

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14. Conduct any other tasks as assigned by the Health Program Coordinator.

Lateral Relationships

15. The M&R Officer will receive technical support from the health delegate based in Maungdaw and relevant PMER Coordinator based in Sittwe and Head Quarter.

16. The M&R Officer needs to establish and ensure effective working relationships with Humanitarian staff both in Maungdaw and Buthitaung, and MRCS Society counterparts and leadership.

Skills, Competencies and Requirement

- Must be a Myanmar National
- Age under 50 years old
- University graduate
- Excellent computer and data management skills (Microsoft package)
- Minimum two years of experience in working with social/NGO environment
- Intermediate level of English language (written and spoken)
- Ability to manage multiple priorities to meet deadlines and adhere to project schedule
- Ability to travel on a 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

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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