



Myanmar Red Cross Society

Career Opportunities

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| Position Title | : M & E Assistant |
| No. of Post | : (1) Post |
| Report to | : Senior Programme Officer |
| Department | : Health Department |
| Duty Station | : Taunggyi |
| Benefits Packages | : Salary + Insurance + Training + Travelling Allowances + Casual Leave + Quarantine Leave + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave |
| Application Deadline | : (07/07/2019), 16:30 |

Myanmar Red Cross Society (MRCS) is a volunteer-based humanitarian organization throughout the whole country acting with and for the most vulnerable at all times. The benefit package consists of Paid Medical, Annual, Casual Leave, Insurance, On-Duty for Training, Provide Accommodation Allowance & Hardship Allowance for specific areas, Training and Development Opportunities, Promotion and Management Development.

Programme Background: Myanmar Red Cross Society has been implementing "Community Based Programme for Malaria Prevention" which has been funded by UNOPS/GF starting implementation in 10 townships of Southern Shan State since 2011 to 2014 and expanded to 11 townships from 2015 to 2017. This programme has been expanded its programme activities and area from year to year to such an extent that only 300 villages in 2011 to 1000 villages in 2016 and 2017. Currently this programme is extended from 2018 to 2020 with the support of UNOPS Global Fund RAI2E in 15 townships of Southern Shan State. The main programme activities in 2018 are Integrated Community Malaria Volunteer (ICMV) trainings, Community Malaria Case Management through ICMVs, Continuous LLINs distribution, Health Education Sessions, Case Detection in MMP (work sites) by Mobile Teams, etc. This programme has been closely coordinated and collaborated with National Malaria Control Programme (NMCP), State VBDC team, State Health Department, respective Township

"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"

Health Departments and other stake holders at Central, State and Townships level in implementing its programme activities and has also been contributing to achieve the Goal of National Plan for Malaria Elimination in Myanmar (2016-2030).

Duties and Responsibilities

1. Supervise Data Assistants for systematic and timely data entry of programme and M&E related data.
2. Organize regular M&E team meetings, take and record meeting minutes and also follow up implementation status of the meeting outputs.
3. Give feedback and necessary capacity building to DAs regarding data entry process
4. Verify data entered by DAs with original hard copies together with M&EOs and combine them in the format approved by PM.
5. Properly maintain and keep the M&E related documents including volunteer carbonless register in soft and hard copy.
6. Assist the Sr.PO and M&EOs in data processing and reporting
7. Communicate with township field staffs to get M&E related data and information
8. Can give capacity building to field staffs regarding the M&E and data entry as necessary
9. Assist other team members regarding M&E/Data related work as necessary
10. Coordinate and communicate with senior level staffs under the supervision of Sr.PO
11. Do other programme related work as per instructed by PM and Sr.PO

Skills and Competencies Requirements

- Myanmar National
- Age between 18 to 50 years
- University Degree Holder preferably computer science
- Highly effective computer knowledge and skills
- Proven track record of experience in data management
- Minimum 1-2 year experience in public health related program/project as in M&E or Data related positions
- Good communication and coordination skills
- Can work outside the office hours or on weekends whenever required
- Can travel to NPT/YGN/Project townships on short notice

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

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| Head Office: | Programme Office |
| Myanmar Red Cross Society | Myanmar Red Cross Society |
| Razathingaha Road, Dekhinathiri, | No. Ya/80, Yadanarthiri Ward, |
| Nay Pyi Taw | Mahuyar Street (West Circular Road), |
| | Shan State, Taunggyi (or) |

Email: mrshr.tgi@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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