



Myanmar Red Cross Society

Career Opportunities

Position Title	: Admin & HR Officer
No. of Post	: (1) Post
Report to	: Project Coordinator
Department	: Health
Project	: Reproductive, Maternal, New born and Child Health (RMNCH) Project
Duty Station	: Myothit (Magway Division)
Grade	: D1
Benefits Packages	: Salary + Accommodation Allowance + Insurance + Training + Travelling Allowances + Casual Leave+ Quarantine Leave + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave
Application Deadline	: (07/02/2020), 16:30

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

Background: The RMNCH project implemented in 2 Rural Health Centre (RHC) catchment areas of Myothit Township, Magway Region has been improving accessibility and utilization of the community to the RMNCH services. It has been covering population of 61,022 with a focus on women and under 5 children including those from hard to reach area and approximately 20,000 migrant workers living in unregistered villages.

Key programme components are based on a concept of "continuum of care" and include:

a) Strengthening of health systems capacity to deliver quality RMNCH services from household to township level;

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- b) Empowering and building capacity in communities to address the most common diseases and health hazards;
- c) Enhancing capacities of Myanmar Red Cross Society to manage and deliver sustainable health activities

Purpose of this position: The Admin & HR officer are supposed to be responsible for Administration and HR related process at the township level. Moreover the subjects such as staff insurance, training and performance appraisal to staff at township level would fall upon the Admin & HR officer.

Duties and Responsibilities

I. Administration

1. Register and keep all the records and documents related to the Human Resources and Administration in line with record retention guideline.
2. Responsible for updating monthly staff leave record, monthly duty roster of security Guards, cleaners and being in charge of stationery stock (ordering and follow up).
3. Provide movement order for program staff travel and validation.
4. Manage security and cleaners for efficient result.
5. Record registers for correspondence and provide dispatch services for correspondences.

Human Resources

II. Recruitment and Selection process

6. Handling of recruitment and selection process (staff requisition, Collecting CVs, long listing, interviewing, contracting and briefing).
7. Carry out briefing and orientation about programme for new employees in RMNCH Myothit office.
8. If necessary, ensure to conduct the recruitment process at field areas around Myothit Township, for other program and projects with the directive of Head of HR.
9. Prepare Work certificate for voluntary resigned staff.

III. Compensation & Benefit

10. Coordinate with HR Officer (Compensation & Benefit) for preparing staff insurance and other benefits for Myo Thit office.

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IV. Training and Performance Appraisal

11. Coordinate with HR Development Officer in providing HR Training (Policy awareness, Induction, Capacity Building, etc).

12. Facilitate performance review process (Probation and Year End Appraisal)

Skills and competencies requirement

- Myanmar National
- Age under 40 years old
- University Degree
- Admin or HR related Degree or Certificate is preferable
- Minimum 2 years of experience in Office Administration
- Well-developed computer skills, with demonstrated competence in Excel, Word and Power point (English and Myanmar)
- Strong skill in numerical recording, data maintenance
- Well organized, efficient, with excellent attention to detail and ability to meet deadlines is preferable
- Ability to manage and priorities multiple tasks, take initiative and problem solve is preferable
- Able to work well in a team and live in stressful situations
- Ability to travel anywhere at short notice
- Commitment to learn, open to change and willing to try new things is preferable
- Strong interpersonal and communication skills
- Good written communication in Myanmar
- Good written skill in English is preferable

****Note: Applicants will be considered to be shortlisted that need to send application letter, CV, passport-size photo, education qualifications and references (PDF Version) to:**

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Head Office:

Myanmar Red Cross Society
Razathingaha Road, Dekhinathiri,
Nay Pyi Taw.

Email: mrcshrrecruitment@redcross.org.mm

For more information and application, please visit to the www.redcross.org.mm

Branch Office:

Myanmar Red Cross Society
No. 42, Red Cross Building, Strand Road,
Botahtaung Township, Yangon. (or)

Only short-listed candidates will be contacted for a personal interview.

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