



Career Opportunities

Position Title	: Program Support Coordinator (Staff on Loan)
No. of Post	: (1) Post
Report to	: IFRC Head of Sub Office (Rakhine)
Department	: Rakhine Operation Management Unit
Duty Station	: Sittwe
Grade	: E1
Benefit Packages	: Salary + Staff house + Hardship Area Allowance + Insurance +Communication Charges + Travelling Allowance+ Home Return Leave /Annual Leave+ Quarantine Leave + Casual Leave+ Medical Certificate Leave + Maternity Leave + Substituted Leave
Application Deadline	: (30/01/2020), 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, MRCS has initiated two new multi-year community-based programs aimed at increasing resilience in Sittwe, Minbya and Mrauk-u townships; in addition, IFRC supports two simultaneous MRCS disaster relief operations implemented in northern and central areas of Rakhine. Currently IFRC has two delegates based in Sittwe and one delegate based in Maungdaw, who provide managerial and technical support in the implementation of IFRC programs and operations in Rakhine.

Purpose of the position: IFRC Program Support Coordinator, will work under direct supervision of IFRC Head of Sub Office (Rakhine), and support all IFRC delegates in liaising with MRCS branches and staff on technical and operational issues related to implementation of long-term programs and response operations, in line with program objectives and outputs. He/she will also provide translation and administrative support, as assigned by line manager. IFRC Program Coordinator will be contracted by MRCS and seconded to IFRC, and based in Sittwe, Rakhine.

"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"

Duties and Responsibilities

1. Support the delegates in detailed planning, monitoring and reporting, and financial management for IFRC supported programs, in coordination with relevant MRCS staff, and as assigned by line manager.
2. Support the delegates in providing technical support on sectors such as WASH, health, livelihoods, disaster risk reduction and organizational development to MRCS staff and volunteers in target townships.
3. Support the delegates in operational and technical coordination between delegates and MRCS staff and volunteers in target townships; and MRCS focal points on headquarter level when needed.
4. Take part in field trips to target townships when required.
5. Translate official documents from Myanmar local languages to English language as may be required; and provide translation support for meetings, workshops etc.
6. Provide administration support for arranging field trips, meetings, trainings and workshops, as assigned by line manager.
7. Assist the delegates in monitoring safety and security situation, and the acceptance of Red Cross in Rakhine through local and social media, and through communities and the authorities, and immediately report to line manager on relevant issues.
8. Establish a close working relationship with MRCS staff in target townships; and ICRC Sub-Delegation staff in Sittwe, Mrauk-U and Maungdaw.
9. Carry out any other tasks as assigned by the line manager.

Skills, Competencies and Requirements

- **Must be a Myanmar National**
- **Age below 40 years old is preferable**
- University Graduate
- Minimum 3 years of relevant working experience
- Very good command of English language (written and oral)
- Excellent computer and data management skills
- Good interpersonal skills and ability to operate in a complex emergency environment
- Knowledge on community based development programming and/or emergency response

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- Knowledge of financial management and familiarity with the concepts of social and gender equity, vulnerability, and effectiveness and efficiency in the use of resources
- Willingness to perform assigned tasks and duties in tight deadline and perform with neutrality
- Experience in working with and coordinating with international and national partners
- Experience of working for the Red Cross 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:**

Head Office:

Myanmar Red Cross Society

Razathingaha Road, Dekhinathiri,

Nay Pyi Taw.

Email: mrcshrrecruitment@redcross.org.mm

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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