



Career Opportunities

Position Title	: Programme Support Coordinator (Staff on Loan)
No. of Post	: (1) Post
Report to	: DRR/Livelihoods Delegate
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	: (04/02/2020), 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: MRCS in collaboration with the American Red Cross (ARCS) is planning on implementing an OFDA funded programme in Central Rakhine State over a fifteen-month period. The project seeks to contribute to the increase of overall resilience of communities both directly and indirectly affected by communal violence. The project will target two townships in Central Rakhine State, namely Ponnagyun and Minbya Townships. The project will strengthen Myanmar Red Cross Society (MRCS) capacity to engage communities in resilience programming through training and awareness building. The project will also seek to address an observed lack of awareness surrounding hygiene practices in villages through direct interaction with community members. The American Red Cross is seeking a Programme Support Coordinator (on loan) to join this team.

"Person with disability are encouraged to apply this post as they will be given equal opportunity"

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Purpose of the position: The Programme Support Coordinator will be responsible to support and assist the American Red Cross in Sittwe. He / She will work to support the DRR/Livelihoods Delegate (based in Yangon / Sittwe) to prepare financial and narrative reports and monitoring plans. He / She will also help with the coordination of ARCS activities. One of the main roles will also be to support the DRR / Livelihoods Delegate in translation services in the office and out in the field. He/she will be based in Sittwe and will work under the direct supervision of the American Red Cross's DRR / Livelihoods Delegate.

Duties and Responsibilities

I. Programme

1. Maintain outgoing and ingoing letters, meeting minutes and activity reports.
2. Arrange documentation and logistics for travelers from the American Red Cross traveling from Yangon to Sittwe and within Central Rakhine.
3. Assist and coordinate with MRCS's Admin Department to send office letters to Ministry Offices including the Ministry of Health and Sport and Ministry of Social Welfare, Relief and Resettlement about Operations.
4. Lead on translation services in the field for the DRR / Livelihoods Delegate.
5. Assist with any communication between ARCS and MRCS.
6. Consolidate monthly reports and administration for submission to ARCS Yangon.
7. Ensure accurate and proper filing of admin documentation related to project activities.
8. Coordinate the circulation of information between the different stakeholders including meeting minutes, reports, letters and other information under the supervision of the DRR / Livelihoods Delegate.

II. Financial

9. Assist with presentation and updates of monthly ARCS Unit Budgets Cost Estimates and Forecasts.
10. Support ARC's Yangon based Finance Officer in the preparation of monthly / quarterly cash requests.

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III. Fix Asset and Logistics

11. Responsible for office documentation such as fixed assets, registration, other office records and other IT material register (related to ARCS only).
12. Arrange accommodation travel and visit schedules for ARCSs visits to Sittwe and other parts of Rakhine.

IV. Reporting

13. Assist in the compilation of monthly report by the DRR / Livelihoods Delegate.

V. General

14. Work closely with HQ operations related department to ensure operational tasks are completed in a timely way.
15. Conduct any other duties assigned by the DRR / Livelihoods Delegate.

Skills, Competencies and Requirements

- Must be a Myanmar National
- Age under 50 years old
- University or technical college graduate
- Minimum 1 year of relevant working experience
- Experience in working with and coordinating with international and national partners
- Experience of working for the Red Cross or Red Cross Volunteers is preferable
- 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
- 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

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- Interest in learning about the Red Cross/Red Crescent Movement
- Experience in speaking Rakhine would be a distinct advantage is preferable
- Must have very good skills in both Myanmar and English

****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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