



**Myanmar Red Cross Society**

## Career Opportunities

Position Title	: Programme Assistant
No. of Post	: (1) Post
Report to	: Senior.Programme Officer and Programme Manager
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	: (19.01.2020),16:30

**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 Health Departments and other stake

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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. Collect and combine the weekly and monthly programme report, the report receive by email/ phone and phone message/hard copies from township staffs and state level staffs and submit to Senior Programme Officer/PM in time.
2. Review the programme related report as per set guideline by Sr.PO/PM and submit summarized review report to supervisors.
3. Communicate with project townships regarding planning, implementation and reporting of programme activities as required.
4. Responsible for collecting and combining of monthly workplan of township staffs and state level staffs and submit in time to supervisors.
5. Assist the supervisors in organizing of all the meeting, trainings occasionally held at State and record complete meeting minutes and submit to Sr.PO.
6. Assist Assistant Programme Officers accordingly whenever instructed by PM/Sr.PO.
7. Systematic filing of programme related reports/original documents/meeting minutes.
8. Participate in logistic management of various kinds of stock at state and township project offices as required.
9. Collect and combine trip plan of programme staffs and submit to Programme Manager for approval.
10. Assist Sr.PO in preparation of Plan of action (POA), Working Advance (WA) and WA clearance.
11. Responsible for reporting of any urgent/important information to Sr.PO/PM in time.

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12. Submit monthly report and other occasional reports to Senior Programme Officer.
13. Communicate with PR/UNOPS, State Health Department, State Red Cross Supervisory Committee and other stake holders as per instruction from supervisors.
14. Occasional travel to project townships as routine monitoring and supportive supervision whenever instructed by supervisors.
15. Can work outside the office hours, on weekends and whenever required.
16. Perform any other duties as assigned by Senior Programme Officer and Programme Manager Requirement

### **Skills, Competencies and Requirements**

- Myanmar National
- Age under 50 years
- University level or University degree holder.
- Minimum one year experience with similar position or any other related posts in NGOs/INGOs/MRCS.
- Experience or knowledge in programme management, implementation and reporting.
- Able to travel to project sites frequently with short notice.
- Well\_ developed computer skills with demonstrated competence in Excel, Word and Power point.
- Be obedient, trustworthy and good interpersonal communication, cooperation and coordination skills
- Able to work well in a team and live in stressful situations.
- Ability to travel anywhere with short notice.
- Commitment to learn, open to change and willing to try new things.
- Can ride the motorcycle and must have valid driving license.

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- Understanding of Red Cross Movement and willingness to actively promote Red Cross fundamental principles
- Red Cross Volunteers are encouraged to apply.

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

**Head Office:**  
Myanmar Red Cross Society  
Razathingaha Road, Dekhinathiri,  
Nay Pyi Taw

**Programme Office**  
Myanmar Red Cross Society  
No. Ya/80, Yadanarthiri Ward,  
Mahuyar Street (West Circular Road),  
Shan State, Taunggyi

(or)

Email: [mrcshr.tgi@gmail.com](mailto:mrcshr.tgi@gmail.com)

For more information and application, please visit to the [www.redcross.org.mm](http://www.redcross.org.mm)

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

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