



Myanmar Red Cross Society

Career Opportunities

Position Title	: Field Project Assistant
No. of Post	: (1) Post
Report to	: Senior Programme Officer / Programme Manager
Department	: Health Department
Duty Station	: Mongkaing
Benefits Packages	: Salary + Insurance + Training + Travelling Allowances + Casual Leave + Quarantine Leave + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave
Application Deadline	: (Until Candidate Identified)

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.

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,

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respective Township 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. Assist the APOs and FS in the day to day running of township project office activities
2. Act as focal person for communication between state and townships staffs
3. Act as focal person for requisition of various stocks to state, receiving various kinds of stocks from state and also responsible for issuing stocks for field staffs and ICMVs (village level) by cooperation with township field supervisor.
4. Regularly check email from state and inform accordingly to field staffs to take timely action
5. Organize the township meetings together with field supervisor, take and record meeting minutes, report to Sr.PO and respective APOs.
6. Responsible for reporting of admin related report to AFO and various stock related report to PSO on bi-monthly basis and as required.
7. Regularly submit monthly township motorcycle condition report and fixed asset condition report to state project office.
8. Properly maintain and keep the programme related files in township
9. Conduct the procurement of required goods and services at township level according to standard guidelines and operating procedure.
10. Regular preparation and updating of stock books, bin cards for all items of stock at the township
11. Conduct regular ground stock count and reconciliation together with Field Supervisor and report to respective APOs/PSO and Sr.PO.
12. Regularly check the Motorcycle log book and log sheet of project motorcycle at townships.
13. Assist the Field Supervisor in the WA clearance of township staffs
14. Timely data entry related with the programme activities at township level
15. Make necessary arrangement for MO of field staffs and keep updating of MO register
16. Responsible in leave requesting process of field staffs and main Leave record properly
17. Can travel to project villages and supervise ICMVs regarding their activity whenever required.

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18. Coordinate with township field staffs as necessary

19. Perform other programme related work as per instruction by respective supervisors.

Skills, Competencies and Requirements

- Myanmar National
- Age under 50 years old
- University Degree Holder or University level
- Effective computer skills and knowledge(MS word, excel and power point)
- Good communication and coordination skills
- Minimum 1 year experience in public health related program/project especially Malaria or other health program/project
- Can work independently under pressure
- Be obedient, reliable and trustworthy.
- Being local and able to speak local language is an asset.
- Can work outside the office hours, on weekends or whenever required by the program
- Can travel to project villages/Taunggyi on short notice.

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. 22/4, Yay Aye Kwin Ward,
Yet Kan Kyaung Street, (East Circular Road),
Shan State, Taunggyi

(or)

Email: mrcshr.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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