



Career Opportunities

Position Title	: Program Coordinator
No. of Post	: (1) Post
Report to	: Hub Manager
Department	: Rakhine Operations Management Unit
Duty Station	: Maungdaw
Grade	: E1
Benefit Packages	: Salary + Staff house + Hardship Area Allowance + Additional Allowance + Insurance + Communication Charges + Travelling Allowance + Home Return Leave/ Annual Leave+ Quarantine Leave+ Casual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave
Application Deadline	: (06/02/2020), 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: 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, ICRC, MRCS and PNs has initiated Rakhine Operations Management Unit program in Sittwe, Mrauk-U, Kyauktaw, Ponnagyun, Minbya, Maungdaw, Buthidaung, and Rathedaung Townships. Program period is initial three months and high possibility of extension as long-term program. Maungdaw, Buthidaung, and Rathedaung areas are under the management of Maungdaw Hub office. MRCS is setting up Operation Management Unit.

Purpose of the position: To guide the implementation of the preparedness actions and measures required to help prepare MRCS Maungdaw, Buthidaung and Rathedaung branches, under the supervision

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of the MRCS RSP Manager and in coordination with the Rakhine G1, to respond to immediate needs of people affected by violence in the northern areas of Rakhine State.

Duties and Responsibilities

1. Conduct on-going context and risk assessment, assessing MRCS and RCVs acceptance, security and access: consult with MRCS Security advisor for support as required.
2. Develop an internal MRCS branch capacity-building plan, based on a training/capacity needs assessment and other data, and guide the implementation of preparedness actions and measures required to help prepare MRCS Maungdaw, Buthidaung and Rathedaung branches and RCVs to be able to respond to the need of those most affected by the violence in the northern area of Rakhine.
3. Engage the leadership of these three branches and their key leadership RCVs as much as possible to mentor and coach them in the skills required to prepare and respond to such a situation.
4. Coordinate all response activities closely with ICRC head of sub-delegation Maungdaw, exploring opportunities to work together in partnership.
5. Coordinate with the IFRC program delegate supporting MRCS in northern areas of Rakhine.
6. Guide the approach for (joint) needs assessments for Humanitarian assistance during (3) months
7. Establish close communication with the MRCS Township Red Cross committee.
8. Maintain contact and exchange information for the purpose of coordination with other stakeholders working in Maungdaw, including local State level authorities, community leaders and other INGOs/LNGOs.
9. Represent MRCS at township level coordination meetings with other stakeholders.
10. Ensure effective working relationships and coordinate with Rakhine Grade (1) officer, Rakhine State & 2nd In Command and Red Cross Volunteers in Maungdaw Township.
11. Submit the capacity-building plan and a monthly progress report according to template, including activities completed, challenges, expenses and financial situation to Hub Manager.
12. Ensure that lessons learnt are well documented and transparent & accountable.
13. When emergency appears, ensure response by branches, depending on their capacity, in a timely and safe manner and report immediately to Hub Manager.
14. Send a brief summary of all meetings, workshops and trainings to direct supervisor within 5 days of event.
15. Carry out dissemination and promotion related to the mandate and role of the MRCS, particularly related to its response plans in the northern area of Rakhine to key audiences and stakeholders.

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16. Adjust and revise the Movement Plan of Action to support for community affected by conflict situation and begin its implementation in Maungdaw as feasible in close collaboration with ICRC and the IFRC program delegate.

Skills, Competencies and Requirements

- **Must be a Myanmar National**
- **Age limitation is not older than 50 years**
- University Graduate such as B.Sc / B.A /Master (MPH/M.DS) are preferable
- At least 3 years of Community based working experience
- Ability to analyses information, data, and reports
- Volunteer management experience and skills; respectful approach with RCVs
- Experience in planning and organizing of activities and services
- Experience of finical administration
- Strong communication skills, and ability to use diplomatic skills
- Effective language skills in both written and spoken English and Myanmar
- Strong communication to adhere to the fundamental Principles of the Red Cross at all times
- Well-developed computer skills, with demonstrated competence in Excel, Word and Power point (English and Myanmar)
- Skill in report writing
- Solutions-minded; ability to manage and take initiative and problem solve
- Able to work well in a team and live in stressful situations
- Commitment to learn, open to change and willing to try new things
- Strong interpersonal and communication skills
- Good knowledge of English language skill

****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,

Botataung Township, Yangon. (or)

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

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