



Myanmar Red Cross Society

Career Opportunities

Position Title	: Assistant Program Support Officer
No. of Post	: (1) Post
Report to	: Program Coordinator
Department	: Rakhine Operations Management Unit
Project	: Resilience in Rakhine Program
Duty Station	: Minbya
Grade	: C2
Benefit Packages	: Salary + Accommodation Charge + 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	: (09/03/2020), 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 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

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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. MRCS is seeking an Assistant Programme Support Officer to join this team.

Purpose of the position: Assistant Program Support Officer will ensure to assist office work and all activities are implemented in line with the project goal, objectives and output indicators. Assistant Program Support Officer will be based in Sittwe will work under the direct supervision of the Program Support Officer of Sittwe Hub Office. Assistant Program support will be closely coordinated with Township Red Cross Branch, Logistics Officer, Finance Officer and Program Coordinators and Sittwe Office.

Duties & Responsibilities

1. Processing the case in line with MRCS internal procedures and office orders in an efficient and effective way.
2. Type routine correspondences, statements, official notice and memos – Word processing.
3. Perform efficient and effective secretarial works, file and record necessary things in accordance with existing system.
4. Assist in preparation of meeting, workshops and trainings whenever necessary.
5. Assist to operation team to smooth in financial claim and validation, logistics & procurement matters, and in relation to admin and human resources related things
6. Maintain operation team fixed assets and non-fixed assets list registration and update on time.
7. Responsible to maintain operation team fixed assets maintaining and repairing with appropriate manner.
8. Support to visitors for visas and travel permits as well as arranging for visitors' accommodation and travelling if needed with the consultation of IR.
9. Manage the ordering, storage and distribution of IEC materials based on requirements

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10. Assist to Coordinator and hub Manager the preparation and submission of monthly budget, with input from the Hubs and operation team.
11. Prepared documentation on expenditures, vouchers and relevant financial records, including inputs to computerized financial management systems as required.
12. Conduct any other duties assigned by the Program Support Officer or Hub Manager.

Skills and Competencies Requirement

- **Must be a Myanmar National**
- **Age under 50 years old**
- University Degree
- Minimum 1 year working experience in Community based project/ program management with NGOs/INGOs or relevant government department / Environment is preferable
- Experience of working with communications in conflicts/disasters
- Experience of board of admin and officer support
- Computer literacy (Word, Excel, Power Point) in both Myanmar and English and data management skills
- Ability to undertake significant domestic travel including to insecure and disaster-prone areas
- Ability to manage and prioritize multiple tasks, takes initiative, work well in a team and live in stressful situations
- Interest in learning about the Red Cross/Red Crescent Movement is preferable
- Strong interpersonal and communication skills including excellent oral and written English language skills

****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,
Botahtaung Township, Yangon. (or)

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

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