



Myanmar Red Cross Society

Career Opportunities

Position Title	: Field Officer
No. of Post	: (1) Post
Report to	: Program Coordinator
Department	: Rakhine Operations Management Unit
Program	: Community Resilience Program
Duty Station	: Minbya
Grade	: D1
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	: (21/02 /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.

Purpose of the position: The Field Officer will be responsible for field implementation of the Rakhine Community Resilience program supported by IFRC. The Field Officer will contribute to ensuring that all activities are implemented in line with the project goal, objectives and output indicators. The Field Officer will be based in Minbya, as part of the Rakhine Special Operation (RSP)

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team, and will work under the direct supervision of the MRCS Project Coordinator in Minbya. The Field Officer will be closely supported by the IFRC Livelihood and Health Delegates (based in Sittwe), who will provide technical and operational guidance; and work in close cooperation with MRCS Community Based Health and Resilience (CBHR) program staff based in Mrauk-U and Minbya.

Duties & Responsibilities

I. Project Implementation

1. Contribute to participatory assessments and planning with communities to agree activity options and targeting criteria.
2. Implement activities in communities in line with the Resilience Program log-frame and Plan of Action, including:
 - a. Establishment and training of community resilience committees
 - b. Community Based First Aid (CBFA) trainings
 - c. Red Cross awareness and dissemination sessions
 - d. Review of livelihoods programming
 - e. Participatory Hygiene and Sanitation Transformation (PHAST) method
 - f. Awareness raising sessions with community members on e.g. hygiene and sanitation, epidemic control, disaster preparedness.
 - g. Procurement process with involvement of beneficiaries as much as possible, where relevant
 - h. Delivery of in kind or cash inputs; or cash-for-work projects
 - i. Monitoring of activities and community acceptance
 - j. Coaching of beneficiaries during the establishment and development of the program activities
3. Provide technical guidance to township branch volunteers to support the field implementation.
4. Select community members to act as project mobilisers in locations where Red Cross Volunteer will not be working.

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5. Contribute to the preparation of detailed community plans and budgets (water and sanitation, livelihoods, health and DRR) for the Resilience Program under the guidance of the Project Coordinator and other technical staff.

II. Monitoring & evaluation and reporting

6. Prepare monthly progress reports and submit to Program Coordinator before the agreed deadlines.
7. Prepare cash forecast based on plan of action and submit to Program Coordinator before agreed deadlines.
8. Conduct field visits, monitor project progress and ensure timely implementation of project activities in line with project log frame and plan of action.

III. Financial Management

9. Prepare quarterly basis cash forecast based on budget and plan of action and send to Program Coordinator before agreed deadlines.
10. Prepare financial Settlement in line with MRCS financial regulation and get approval for the financial expenditure used by field office.
11. Follow the MRCS Financial Guideline.

IV. Coordination & Cooperation

12. Collaborate and coordinate with ICRC Eco-Sec, Wash Team and Health staff based in Rakhine State to share experiences and standardize tools and approaches.
13. Carry out any other tasks assigned by the Hub Manager or Program Coordinator.

Skills and Competencies Requirement

- **Must be a Myanmar National**
- **Age under 50 years old**
- **University Degree**

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- Minimum 1 years working experience in Community based project/ program management with NGOs or relevant government department/environment is preferable
- Background in community mobilization, participatory approaches, facilitation and training
- Experience of working with communication in conflicts/disasters
- Experience of Disaster Risk Reduction and Disaster response and recovery field
- Previous experience of working with cash-based interventions would be advantageous is preferable
- Experience of contributing to conception, preparation, management, supervision and evaluation of multi-sectorial, community-based programs aimed at increasing resilience is preferable
- Previous experience of working in Rakhine would be advantageous is preferable
- Computer literacy (Word, Excel, Power Point) in both Myanmar and English
- Ability to travel frequently to program sites in Sittwe and Minbya
- 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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