



Career Opportunities

Position Title	: Program Officer
No. of Post	: (1) Post
Report to	: Operation Manager/ Program Coordinator
Department	: Disaster Management Department (Kachin Special Operation)
Duty Station	: Myitkyina
Grade	: D1
Benefit Packages	: Salary + Accommodation Allowance + 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	: (10/03/2020), 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: More than 100,000 had been displaced in Kachin state of Myanmar since the resume conflict occurred in 2011 and MRCS involved in humanitarian assistances with the support of volunteers in the immediate response, moving IDPs to safer place and helping the authorities and partner agencies in construction of shelters. As the humanitarian assistances of MRCS enlarged in Kachin State, Kachin Special Operation (KSO) was initiated in 2014 by establishing a sub office at Myitkyina. Currently, with

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the support of ICRC, IFRC and DRC, MRCS continues program activities (Livelihood, WASH, vocational trainings, emergency support and branch development) in 71 IDPs camps Kachin State reaching more than 9,000 direct recipients.

Purpose of this position: The Program Officer will be responsible to manage and implement the Kachin Community Resilience Programme supported by IFRC. Program Officer will ensure all activities are implemented in line with the project goal, objectives and output indicators. Program Office will be based in Myitkyina, as part of the Kachin Program team, and will work under the direct supervision of the Program Manager, based in Myitkyina.

Duties and Responsibilities

I. Planning and Budgeting

1. Prepare detailed plans and budgets for the Community Resilience Programme.
2. Participate in the preparation of operational plans for the project.
3. 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 branches in respective Township and Red Cross Volunteers (RCVs).

II. Implementation

4. Lead the Community Resilience Programme team and supervise the field officers in implementation of all planned activities.
5. Provide technical guidance to Field Officers and volunteers to carry out assessments, develop activity plans, and monitoring.
6. Ensure that suitable community mobilisers are selected and trained in communities.
7. Ensure that project implementation is in line with MRCS strategy, policies and the Red Cross Fundamental Principles and Code of Conduct.
8. Maintain all hard and soft copy files for the Community Resilience Programme.

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9. Perform any other assigned tasks by senior management.
10. Take responsibility for the overall implementation plan and scheduling and workshops, and ensure community participation in all phases of programme planning and implementation as per minimum standards for Community Engagement and Accountability.

III. Financial Management

11. To coordinate with Finance Officer to undertake financial processes related to working advances, receipts, expenditures and ensure management of financial records for program activities under his/her supervision.

IV. Coordination and Reporting

12. Work in close coordination and cooperation with other program.
13. Coordinate closely with Township Red Cross Branch, local authorities, Township Disaster Management Committee (TDMC), and other humanitarian organizations present in project areas, and when possible, attend relevant coordination meetings in Myitkyina, and ensure that the MRCS project is well coordinated, following agreed standards and best practices, and not duplicating other support.
14. (Develop and make use of contacts with Red Cross partners, government agencies, local and international NGOs).
15. Prepare reports (monthly, quarterly and key activities reports) and submit to line manager before the agreed deadlines.

Skills, Competencies and Requirements

- **Must be a Myanmar National**
- **Age Between 25 years to 40 years**
- University Graduate with Social science is preferable
- Knowledge and experience of work with NGOs

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- Able to work effectively with communities in the state and international staff
- Ability to manage and priorities multiple tasks, take initiative and problem solve
- Able to work well in a team and live in stressful situations
- Experience of Disaster Risk Reduction and Disaster response and recovery field is preferable
- Excellent computer and data management skills
- Excellent command of English and Myanmar especially in translating, including written, spoken and typing

****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:**

Branch Office:

Kachin State Red Cross Office,

Ayar Quarter, Myitkyina

Or

Gmail: mrcs.kachinhr@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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