



Myanmar Red Cross Society

Career Opportunities

Position Title	: Project Officer
No. of Post	: (1) Post
Report to	: Program Coordinator
Department	: Rakhine Operations Management Unit
Project	: Resilience in Rakhine Project
Duty Station	: Minbya
Grade	: D2
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	: (19/02 /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: Increase community resilience by strengthening the capacity of Myanmar Red Cross Society (MRCS) to ensure efficient delivery of disaster response and preparedness programs in Rakhine State and implementing Community-Based DRR activities in communities directly and indirectly affected by communal violence.

"Person with disability are encouraged to apply this post as they will be given equal opportunity"

"Our recruitment and selection procedures reflect our commitment to the safety and protection of children, and prevention of violence among communities members in our programs"

Purpose of the position: The Project Officer will be responsible to manage and implement the Livelihood project in Minbya and Myebon township of Rakhine State. Project Officer will ensure all activities are implemented in line with the project goal, objectives and output indicators for the Resilience in Rakhine Program focus DRR activity funded by American Red Cross. Project Office will be based in Minbya, as part of the Rakhine Operations Management Unit, Sittwe Hub Office team, and will work under the direct supervision of the Programme Coordinator.

Duties & Responsibilities

I. Planning and Budgeting

1. Prepare detailed plans and budgets for the project.
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 DRR Project team and supervise the DRR 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 Project.
9. Perform any other assigned tasks by senior management.

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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 programme.
13. Coordinate closely with Township Red Cross Branch, local authorities, ICRC and other humanitarian organizations present in project areas, and when possible, attend relevant coordination meetings in Minbya 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 and Competencies Requirement

- **Must be a Myanmar National**
- **Age under 50 years old**
- University Degree
- Knowledge and experience of work with NGOs for the Disaster related work
- Two-year experience on DRR project
- Effective communication skill both in Myanmar and English

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- Demonstrate ability to work within team
- Understanding of and willingness to promote Red Cross Fundamental Principles
- Experience in using common computer software, internet access and Presentation
- Ability to undertake significant domestic travel including to insecure and disaster-prone areas
- 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:**

Head Office:

Myanmar Red Cross Society
Razathingaha Road, Dekhinathiri,
Nay Pyi Taw.

Email: mrcshrrecruitment@redcross.org.mm

Branch Office:

Myanmar Red Cross Society
No. 42, Red Cross Building, Strand Road,
Botahtaung Township, Yangon. (or)

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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