



### **Career Opportunities**

<b>Position Title</b>	<b>: Migration Coordinator</b>
<b>No. of Post</b>	<b>: (1) Post</b>
<b>Report to</b>	<b>: Director</b>
<b>Department</b>	<b>: Restoring Family Links Department</b>
<b>Project</b>	<b>: MRCS Migration and Displacement Capacity Building Project</b>
<b>Duty Station</b>	<b>: Nay Pyi Taw/Yangon</b>
<b>Grade</b>	<b>: E2</b>
<b>Benefits Packages</b>	<b>: Salary + Insurance + Training + Travelling Allowances + Casual Leave+ Quarantine Leave + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave</b>
<b>Application Deadline</b>	<b>: (05/03/2020), 16:30</b>

**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:** Myanmar Red Cross Society (MRCS) is committed to strengthen its capacity to address humanitarian needs in the context of migration and displacement. In order to realize this commitment, MRCS has endorsed an Action Plan on Migration and Displacement, to be achieved within two years (2019-2020).

**Purpose of the Position:** The Migration Coordinator will be responsible to manage the planning, implementation, coordination, monitoring, and reporting of all activities related to the Action Plan on Migration and Displacement.

**"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"**

## Duties and Responsibilities

### I. Implementation

1. Under the guidance and supervision of the RFL Director, manage the planning and implementation of activities related to the Action Plan in coordination with MRCS departments, Red Cross Movement partners and external stakeholders, including government departments, Civil Society Organizations, UN Agencies, and NGOs, among others.
2. Organize regular coordination meetings, information sharing and capacity building of the MRCS Migration Task Force members in collaboration with Red Cross Movement Partners.
3. Arrange and facilitate workshops, trainings, assessments, roundtable discussions, and other events related to the implementation of the Action Plan.
4. Development of tools to monitor and evaluate activities.
5. Support the identification of opportunities for further engagement of MRCS in Migration and Displacement.

### II. Monitoring and Evaluation

6. Ensure adequate and good quality monitoring and follow-up, narrative reporting including translation, and knowledge management of documents and tools produced.
7. Conduct field visits as required and support activities implemented at the branch level.

### III. Financial Management

8. Review and finalize budget plans and working advances requests.
9. Follow-up utilization rates regularly and ensure timely submission of working advance clearances and necessary reports.

### IV. Coordination and Collaboration

10. Coordinate with MRCS support services departments and IFRC as necessary.

### V. Reporting

11. Preparation and submission to annual and quarterly plans of action including budgets, and monthly/ quarterly/ and annual narrative progress reports.

### VI. General

12. To take a higher acting responsibility as necessary.

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## Skills, Competencies and Requirements

- Must be a Myanmar National
- Age between 35 to 50 years
- University Degree, Master Degree
- Must be (2) years working experience related to Migration and Displacement
- Experience in planning, reporting and project management
- Cash/Budget Control
- Local capacity building and community development
- Knowledge in planning, reporting and project management
- Must have strong coordination, negotiation, collaboration
- Effective Computer Skills (MS Office packages)
- Ability to travel anywhere at short notice
- Effective English language and translation

**\*\*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.

Branch Office:

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

Email: [mrcshrrecruitment@redcross.org.mm](mailto:mrcshrrecruitment@redcross.org.mm)

For more information and application, please visit to the [www.redcross.org.mm](http://www.redcross.org.mm)

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

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