



### Career Opportunities

<b>Position Title</b>	: Operation Manager
<b>No. of Post</b>	: (1) Post
<b>Report to</b>	: Dy Director
<b>Department</b>	: Disaster Management Department (Kachin Special Operation)
<b>Duty Station</b>	: Myitkyina
<b>Grade</b>	: F1
<b>Benefit Packages</b>	: 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
<b>Application Deadline</b>	: (30/03/2020), 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 the support of ICRC, IFRC and DRC, MRCS continues program

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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 Operation Manager will be responsible to manage and implement the programs of the Kachin State branch in particularly in Myitkyina, Bhamo, Shwegu, Mansi, Moemauk, Moehnyin Waingmaw and Chipwi Township. Program Manager will ensure all activities are implemented in line with the program goals, objectives and output indicators. General Manager will be based in Myitkyina and will work under the director supervision of the MRCS Deputy Director of Kachin Programme. General Manager will closely coordinate in Myitkyina with the DRC Programme Delegate and ICRC head of sub delegation who will provide technical and operational advise.

### **Duties and Responsibilities**

#### **Program Management**

1. Supervise all staff related to the various service and support service areas in Myitkyina office in their implementation of all planned activities, ensuring integration of cross-cutting issues such as community engagement and accountability, gender and diversity.
2. Coordinate with State & Township Red Cross Branches, local authorities and technical departments and other humanitarian organizations in the implementation of all planned activities.
3. Manage administrative, procurement/ logistic requirements related to the project/program activities.
4. Ensure that day-to-day operations run smoothly.
5. Serve as the MRCS focal point for Quality, Accountability, Monitoring, and Evaluation in relation to MRCS operations coordinating the relevant interests of ICRC, IFRC, and other National Societies.
6. Attend local Meetings and Workshops, then send brief summary to Dy in time.

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7. Undertake field trips with counterparts and stakeholders in order to monitor and assess the progress of MRCS activities, and to provide MRCS and partners with all relevant interests of ICRC, IFRC, and other National societies.
8. Establish a close working relationship and share information with MRCS CPP teams based in Myitkyina and Bhamo Township.

### **Coordination and Cooperation (Internal and External)**

9. Coordinate with local government, partners, INGOs, NGOs to support the program implementation process.
10. Establish a close working relationship with the DRC Programme Delegates and ICRC Sub-Delegation Staff in Myitkyina ensuring regular communication and coordination of activities.
11. Attend Coordination meetings of the all clusters in Myitkyina, to ensure that the MRCS project is well coordinated, following agreed standards, and not duplicating with other support.
12. Liaise and coordinate with the local government of Kachin State and Kachin State Red Cross Supervisory Committee in implementing the Red Cross Humanitarian activities for the IDPs, indirect and direct affected communities in Kachin.
13. Act as main focal point and coordinate closely with ICRC sub delegation in Kachin.

### **Learning and Development**

14. Provide feedback and arrange for training for staff (if necessary).
15. Supervise the application of social Media Guidelines and Communication Policy to ensure they are adhered to by all the staff and Red Cross Volunteers.
16. Ensure other MRCS policies and guidelines are known and adhered to Particularly, ensure the branch and its staff/volunteers act in accordance to the Fundamental Principles at all times.
17. Continuously monitor safety and security situation in Kachin and report to Deputy Director and focal person, Safer Access Manager immediately whenever & whatever it is needed.
18. Closely Coordinate and ensure the support and training of local Red Cross volunteers while implementation all the activities with relevant MRCS branch structures.

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## Financial Management

19. Regular monitoring of expenditure to ensure realistic forecasting and avoid over and/or under spend.
20. Work closely with Finance to address any budget with Financial, Balance and Working Advance (WA) management issues such as developing budget, preparing WA request, clearing WA within the time limit and monitor WA clearance at the end of the month.
21. Ensure all project expenditure is in line with all donor requirements and relevant MRCS internal policies and procedures.

## Planning and Reporting

22. Supervise & monitor the program staff and their detailed plans and budgets such as Community Resilience, Branch Capacity Building for community preparedness and Response project and (based on ICABR Assessment finding) partnership with the IFRC Disaster Management Advisor, DRC Programme Delegate and DM Deputy Director.
23. Supervise the Program Officer to ensure the submission of all branch reporting and other necessary information regarding program/project implementation such as the monthly progress report, and donor report, in a timely manner.
24. Prepare quarterly cash forecast based on plan of action and submit to MRCS HQ target date.
25. Provide information coordinated with respective staff to Dy in the drafting of donor reports.
26. Continuously monitor and report community's perception and acceptance of Red Cross and recommend corrective action to xx when necessary.
27. Identify opportunities and challenges regarding implementation of Kachin Response Plan and draft/propose a strategy for future MRCS activities. Ensure this plan is updated.
28. Frequently visit project and program sites when required.
29. Carry out any other tasks assigned by the Deputy Director of DM, Kachin Programme.

## Skills, Competencies and Requirements

- **Must be a Myanmar National**
- **Age Between 40 years to 55 years**

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- Any Graduate
- Minimum 3 years managerial and supervisory experience.
- Knowledge and experience working with and coordinating with international in the state and international staff.
- Willingness to perform assigned tasks and duties in tight deadline and perform with neutrality, impartiality and independence as per the Red Cross / Red Crescent Fundamental Principles.
- Well experienced in managing staff and working with communities in conflicts/disasters.
- Knowledge of a strong grasp of economics and familiarity with the concepts of social and gender equity, vulnerability, and effectiveness and efficiency in the use of resources.
- Experience of Disaster Risk Reduction and Disaster response and recovery field.
- Knowledge of RFL, CPP and MRE programs.
- Excellent Computer and data management skills.
- Very good interpersonal and communication skill in English and Kachin is preferable.

**\*\*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](mailto:mrcs.kachinhr@gmail.com)**

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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