



Career Opportunities

Position Title	: Assistant Training Officer
No. of Post	: (1) Post
Report to	: Programme Manager
Department	: First Aid and Safety Services Department
Duty Station	: Nay Pyi Taw/ Yangon
Grade	: D1
Benefits Packages	: Salary + Insurance + Training + Travelling Allowances + Casual Leave+ Quarantine Leave + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave
Application Deadline	: (01/ 04/2020), 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: First Aid is the backbone and integral component of the Myanmar Red Cross Society. The Myanmar Red Cross Society First Aid and Safety Services activities for the Red Cross Brigadiers had started in through the St. Johns Ambulance service programme in 1972 and had re-oriented and set up the new First Aid and Community Based First Aid (CBFA) programme since 1996 and safety services activities started in 2012.

Purpose of the Position: Assistant Training Officer will ensure to assist office work and all activities are implemented in line with the project goal, objectives and output indicators. Assistant Program Support Officer will be based in Yangon and Naypyitaw will work under the direct supervision of the Director. Assistant Program support will be closely coordinated with Township Red Cross Branch, Programme Manager and Deputy Director.

"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. Facilitation

1. To conduct First Aid, Community Based First Aid and Safety Services trainings for existing training programmes of First Aid and Safety Services Department.
2. To liaise and coordinate with Programme Manager and other Training Officers on the implementation of programmes and projects.
3. To assist the Programme Manager for training plan and developing IEC materials.

II. Monitoring/Reporting/Co-ordination/Financial

4. To prepare financial cases and reports of trainings and other activities of First Aid and Safety Services Department.
5. To demonstrate ability to lead First Aid and Safety Services trainings and inspiring team work to achieve the target.
6. To undertake other related tasks and responsibilities as needed by Director, Deputy Director and Programme Manager to ensure the smooth operation of the training activities.
7. To pay frequent visits to areas where the training courses are conducted and activities are implemented to monitor the local training instructors and RC volunteers for improving their skills and training quality.
8. To follow up the activities of the trainees after the training courses and support their activities technically.
9. Assist the operation team to smooth in financial claim and validation, logistics & procurement matters, and in relation to admin and human resources related things.
10. Assist to Programme Manager the preparation and submission of monthly budget.
11. Prepared documentation on expenditures, vouchers and relevant financial records, including inputs to computerized financial management systems as required.

III. Office Administration

12. Assist in preparation of meeting, workshops and trainings whenever necessary.

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13. Maintain operation team fixed assets and non-fixed assets list registration and update on time.
14. Manage the ordering, storage and distribution of IEC materials based on requirements.
15. Conduct any other duties assigned by the Department.

Skills, Competencies and Requirements

- Must be a Myanmar National
- Age between 25 to 45 years old
- University Degree
- At least 1 years' experience working in range of organizations and with national and international working experience
- Broad admin and office support experience
- Demonstrated ability to work within a team is preferable
- Understanding of and willingness to promote Red Cross Fundamental Principles
- Experience in using common computer software, internet access and Presentation is preferable
- Red Cross Volunteers are preferable
- Can be communicating both in Myanmar and English

****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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