



**Career Opportunities**

<b>Position Title</b>	: <b>Field Coordinator</b>
<b>No. of Post</b>	: (1) Post
<b>Report to</b>	: Programme Manager
<b>Department</b>	: Disaster Management Department
<b>Project Name</b>	: Climate-Smart Urban Risk Resilience Project
<b>Duty Station</b>	: Mandalay
<b>Grade</b>	: E1
<b>Benefits Packages</b>	: Salary + Insurance + Training + Travelling Allowances + Casual Leave + Quarantine Leave + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave
<b>Application Deadline</b>	: (08/ 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:** “Myanmar Red Cross Society (MRCS)” is going to start a project called “Climate-Smart Urban Risk Resilience (Mandalay)” with the support of International Federation of Red Cross and Red Crescent/Finnish Red Cross(IFRC/FRC) . The project **aims to enhance the resilience of urban communities and schools to climate change and disaster risk through an inclusive and integrated approach** of Mandalay in two selected townships.

**Purpose of the Position:** The ‘Field Coordinator’ under direct supervision of ‘Program Manager’ will be responsible to coordinate and implementation of National Society Development Project focused on Organizational Development, First Aid and Safety, Disaster Risk Management which all

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are composed in the project enhancing resilience to climate change and disaster risk through an inclusive and integrated of urban communities and schools at Project Townships. Under supervision of Deputy Director of Disaster Management Department and in close cooperation with the IFRC/FRC country representative including invited delegates and advisors.

## **Duties and Responsibilities**

### **I. Programme Management**

1. Manage in the planning and implementation of programs and field visits, to facilitate the achievement of objectives within time frame.
2. Maintain the day-to-day management and administration of the project townships activities in line with Agreement Contract of both partners including project description and implementation plan and budget.
3. Prepare the training plans and materials and facilitation of training of programme staff and volunteers according to the plans.
4. Facilitate community advocacy, community need assessments.
5. Share knowledge and information to create an enabling environment for capacity building among staff and volunteers involved in project implementation.
6. Provide direction, guidance and coordinate with Red Cross Executive Committee, Brigade Officer of Red Cross Branches and RCVs in relation to the preparation of monthly/quarterly activity-based budgets, narrative report and financial reports, as well as other possible reports.

### **II. Financial management**

7. Ensure that project funds are spent according to the project objectives, MRCS financial management guidelines and donor requirements.
8. Control of self-financial usage and prepare self-financial clearance report.
9. Manage and supervise field financial expenses and field level financial report.
10. Perform any other duties and responsibilities as may be assigned by the MRCS HQ and township branch Red Cross Supervisory Committee.

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### III. Staff Management, Participation and Supervision

11. Facilitate, guide and supervise the work of the project field staff including township branches.
12. Organise work responsibilities to ensure individual staff's clear and unambiguous understanding of their obligations, role and contribution to achieve the project objectives and outputs.
13. Convene regular working meeting with Township Disaster Management Board, Township Red Cross Committee and Community and School Committees.
14. Support sharing of knowledge and information among staff and township branches involved in the project to create an enabling environment for capacity building among staff and volunteer.

### IV. Coordination and Collaboration

15. Ensure that the project components and approaches are harmonized and aligned with **National Disaster Risk Management contexts, MRCS Strategic Plan, resilience framework, and plans of action.**
16. Ensure regular collaboration and coordination with relevant Government Departments which is the members of Township Disaster Management Board.
17. Maintain good relations and foster cooperation with the Township Red Cross Branch and Red Cross partner organizations, government, donor agencies, NGOs and other organizations in Myanmar in a manner appropriate to the Field Coordinator's functions.
18. Organize monthly coordination meeting with community at Township Level for smooth implementation of Project.
19. Develop and maintain strategic relationships with the key organisations including government and other organisations in Myanmar and participate in forums and meetings to foster collaboration with relevant organisations and agencies.
20. Represent and promote MRCS at relevant regional forums and public events.

### **21. Negotiation and Mobilizing with State/ Regions, Township Red Cross Branches**

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## V. Monitoring, Evaluation and Reporting

22. Ensure the regular monitoring of the program activities to meet the action plan
23. Compile and evaluate reports received from townships.
24. Conduct regular and frequent monitoring and supervision visits to the communities, ensure use of available standardized reporting system and participate in periodic reviews and evaluations (internal as well as external)

## Skills, Competency and Requirements

- **Must be a Myanmar National**
- **Age Over 25 to under 40 years old**
- University Degree
- Post graduate degree in Social Sciences/ Development Studies is preferable
- Minimum 3 years work experience in project/programme management with proven competences in planning, implementation, monitoring and reporting and in budget control
- Experience in the application, implementation and reporting of international donors funded programmes are preferable
- Demonstrated skill in analytical and strategic thinking
- Experience in facilitation of trainings and workshops are preferable
- Strong skills in written and oral English. Must have good communication skill including interpersonal skill, planning, monitoring, supervising, reporting and self-management
- Effective Computer Skill (MS Office Packages) is preferable
- Experience of working for the Red Cross/Red Crescent is preferable
- 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:**

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Head Office:

Myanmar Red Cross Society

Razathingaha Road, Dekhinathiri,

Nay Pyi Taw.

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

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

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