



Career Opportunities

Position Title	: Field Officer
No. of Post	: (2) Posts
Report to	: Field Coordinator
Department	: Disaster Management Department
Project Name	: Climate-Smart Urban Risk Resilience Project
Duty Station	: Mandalay
Grade	: D1
Benefits Packages	: Salary + Insurance + Training + Travelling Allowances + Casual Leave + Quarantine Leave + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave
Application Deadline	: (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 Officer’ under direct supervision of ‘Field Coordinator’ will be responsible for day to day implementation and monitoring of the project activities in the field. Field Officer will be a highly motivated and proactive individual, who is able to work both

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independently as a team member and under supervision as well as showing flexibility with Red Cross Branches in meeting the various tasks required by this position at the MRCS Township Level. Under supervision of Programme Manager and 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. Prepare township level risk profile based on secondary data (related to hazards, health and others)
2. Facilitate Township Red Cross Branch and local authority to identify vulnerable communities and school to implement project activities;
3. Facilitate Township Red Cross Branch to recruit Community/ School Focal Person for each targeted community and school.
4. Advocacy and liaise with key stakeholders (Government, INGOs, and Local NGOs) as well as with Township Red Cross Committee Members and Red Cross Brigade Officer to support school and communities in implementing project activities.
5. Facilitate and assist to Community and School Focal Persons and Red Cross Volunteers in planning and implementing DRR activities in the targeted schools and communities such as;
 - Carrying out Vulnerability and Capacity Assessments
 - Develop Disaster preparedness and response planning
 - Establish of Disaster preparedness and evaluation plans
 - Set up Community based Early Warning System
 - Developing Households Level Disaster Preparedness (DP) Planning
 - Setting up of Disaster Response Teams and Early Warning System at the branches
6. Plan and implement program activities in line with program work plan and logical framework of the program.
7. Provide robust technical support to field assistant, community/school focal person and volunteers in developing and implementing awareness raising as well as behaviour change

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communication activities for promoting DRR- culture of safety and resilience in the targeted communities and school.

8. Supervise and provide hands on guidance and support to Assistant Field Officer during day to day program implementing.
9. Support to community Disaster Management Boards, SDMC and volunteers in executing disaster response simulation exercise in the targeted schools and communities in coordination and consultation with key stakeholders.
10. Strengthen disaster preparedness and response capacity of MRCS' targeted branches.
11. Ensure that project implementation in line with MRCS' strategy, policies and the principles of Red Cross Code of Conduct.
12. Base in the project township and conduct regular visit to schools and community in order to ensure quality, coherence and effectiveness of project activities.
13. Support the program Coordinator and 2 IC to organize coordination meeting at Township level.

II. Financial management

14. Prepare cash forecast and working advance request based on plan of action (monthly and quarterly) with Red Cross Branches and share to Admin Officer for compilation before agreed deadlines.
15. Prepare financial settlement in line with MRCS financial regulation and get approval for the financial expenditure used by field office.
16. Collect vouchers financial statements and other relevant reports from townships on regular basis and liaise with finance division to process the documents.
17. Support Programme Manager in preparation and monitoring of budget forecasts and expenditures, and support to annual budget revision and budget planning.
18. Provide Administration support to Programme Team of all project townships to ensure timely processing of relevant financial documents, and other financial statements.
19. Maintain and monthly, quarterly updated on Cash Book and compile monthly budget utilization and balance of programme.

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III. Staff Management, Participation and Supervision

20. Produce regular, timely and accurate on financial reports to Deputy Director.
21. Maintain fix assets register, distribution list and all record of the Programme.
22. Maintain office order and all of the office document.
23. Maintain on staff documents such as leaves, movement orders, officer orders.

IV. Coordination and Collaboration

24. Facilitate to get decentralize and strengthen to Red Cross Branches.
25. Prepare reports i.e. monthly, quarterly and key activities reports and share with Program Coordinator through M&R Officer on/or before agreed deadlines.
26. Coordinate with VDMC/SDMC and 2IC for preparation of monthly and quarterly plan of the program implementation and share to Program Coordinator through M&R Officer before agreed deadline.
27. Coordinate for the organization of coordination meeting and workshops (weekly meetings, quarterly meeting, trainings, etc.).
28. Work together with MRCS Red Cross Branches and decentralized to trained Red Cross Volunteers.

V. Monitoring, Evaluation and Reporting

29. Ensure the regular monitoring of the budget utilization with action plan.
30. Monthly budget utilization report to Deputy Director and perform other work-related duties and responsibilities as may be assigned by the supervisor.

Skills, Competency and Requirements

- **Must be a Myanmar National**
- **Age Over 25 to under 45 years old**
- University Degree
- Post graduate degree in Social Sciences/ Development Studies is preferable
- Minimum 3 years work **experience in Disaster Risk Reduction and Resilience** with proven competences in planning, implementation, monitoring and reporting and in budget control with communities, schools, stakeholder and government departments

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- 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)
- 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 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:**

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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