



## Career Opportunities

Position Title	: Training Officer
No. of Post	: (1) Post
Report to	: Programme Manager
Department	: First Aid and Safety Services Department
Project	: Road Safety Project
Duty Station	: Nay Pyi Taw/ Yangon
Grade	: D2
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:** MRCS is implementation Road Safety Schools and surrounding communities in Yangon and Mandalay coordination and partnership with Toyota Motor Company. The overarching goal is to increase the ability and capacity of the local community the civil society and the MRCS to address urgent needs of the most exposed and vulnerable population in Myanmar.

**Purpose of the Position:** The purpose of the training officer of first Aid Safety Services is to initiate and implement the Road Safety Programme Activities within the framework of MRCS's policies and procedure and in accordance with the fundamental principles of the Red Cross Movement. The training officer of the department will work in coordination with the

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**"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"**

townships/States/Regions and the relevant government department in carrying out responsibilities

## **Duties and Responsibilities**

### **I. General**

1. He will keep all records and documents of the training courses and conduct in proper manner and report them to programme Manager.
- 2 . He will conduct other duties relation to training development assigned by Director.

### **II. Monitoring**

3. He will visit area where the training courses are conducted to monitor /supervise the local Red Cross volunteers.
4. He will follow up the activities after the training course and support technically and financially at grassroots level.

### **III. Reporting**

5. He will report all the training courses conducted and the related works to Programme Manager.
6. He will review and discuss the training course conducted and following-up in the weekly and monthly coordination meeting.

### **IV. Finance**

7. He will manage financial matters such as keeping all the bills and vouchers of the expenditure of the training courses conducted at HQ and field level, the monitoring activities and the RC Volunteer support with assistance of Programme Manager.

## **Skills, Competencies and Requirements**

- **Must be a Myanmar National**
- **Age between 20 to 27 years old**
- University Degree
- Must have good experiences in Facilitation skills and development of IEC materials is preferable
- Experience in managing project and planning the training and meeting other things
- Experience in local capacity building and reporting is preferable
- Good computer knowledge
- Good communicator is preferable

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- English Language (Intermediate level)
- Strong skills in coaching, mentoring, training, financing, administration is preferable
- Practical Approaches working with volunteers, school teachers and communities
- Commitment to the Myanmar Red Cross Society 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](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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