



**Career Opportunities**

<b>Position Title</b>	: Programme Support Officer
<b>No. of Post</b>	: (1) Post
<b>Report to</b>	: Field Coordinator
<b>Department</b>	: Disaster Management Department
<b>Project Name</b>	: Climate-Smart Urban Risk Resilience Project
<b>Duty Station</b>	: Mandalay
<b>Grade</b>	: D1
<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>	: (09/ 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 ‘Programme Support Officer’ under direct supervision of ‘Program Manager’ will be responsible to coordinate with MRCS Finance, Admin and Logistics Department, all relevant departments and project staff at HQs and Township levels, and IFRC country office to

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maintain effective admin and financial systems and mechanism. 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. Provide day-to-day administrative support to Deputy Director, Programme Manager and field officers at HQs and townships branch to plan, implement and monitor Programme activities
2. Liaise with finance Department and ensure all protect funds are transferred to respective townships as per the need of the projects
3. Liaise with Deputy Director and Programme Manager to initiate project procurement and services in line with standard procedures of MRCS, IFRC and the other donors
4. Provide all kinds of admin and logistical support to Deputy Director and Programme Manager to conduct meetings, trainings, workshop, seminars at HQs and field level
5. Liaise with administration and logistics to ensure project related inventories of assets both in the field and at the HQ are monthly and quarterly updated
6. Carry out any other tasks assigned by the line manager
7. Perform other job-related duties and responsibilities as may be assigned by the Dy Director
8. Lead the support for organizing meetings, workshops, and events with tasks such as invitations, venue, logistics, participant arrangements, etc.
9. Provide support in minute taking and report writing at workshops, meetings or forums when required

### **II. Financial management**

10. Prepare monthly cash forecasts for planned activities in coordination with the Deputy Director and Programme Manager and submit to Finance Department in timely
11. Collect vouchers financial statements and other relevant reports from townships on regular basis and liaise with finance division to process the documents
12. Support Programme Manager in preparation and monitoring of budget forecasts and expenditures, and support to annual budget revision and budget planning
13. Provide Administration support to Programme Team of all project townships to ensure timely processing of relevant financial documents, and other financial statements

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14. Maintain and monthly, quarterly updated on Cash Book and compile monthly budget utilization and balance of programme

### III. Staff Management, Participation and Supervision

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

### IV. Coordination and Collaboration

19. 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.**
20. Support monthly coordination meeting with community at Township Level for smooth implementation of Project.
21. Participate MRCS at relevant regional forums and public events.

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

### V. Monitoring, Evaluation and Reporting

23. Ensure the regular monitoring of the budget utilization with action plan
24. 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 2 years work experience on Programme Administrative/ Financial or Liaise with proven competences in planning, implementation, monitoring and reporting and in budget control

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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

**\*\*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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