



### Career Opportunities

Position Title	: Field Manager
No. of Post	: (1) Post
Report to	: Program Manager
Department	: Health Department
Program	: Building Resilient and Inclusive Communities (BRIC) programme
Duty Station	: Lashio
Grade	: F1
Benefits Packages	: Salary + Accommodation Allowance + Insurance + Training + Travelling Allowances + Casual Leave+ Quarantine Leave+ + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave
Application Deadline	: (21/05/2020),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.

The program is based on MRCS Strategic Plan 2011-2015, which in turn, is aligned with the Strategy 2020 of the International Federation of Red Cross and Red Crescent Societies (IFRC). The goal of the program is to reduce mortality and morbidity related to priority communicable diseases and the impact of public health emergencies and disasters, and promotes health and sanitation by improving the capacity of communities and Red Cross branches. MRCS continued to engage several community-based programmes with the support of IFRC since 2014. All of the interventions undertaken in 2014 were aimed at improving the resilience of vulnerable communities towards current risks (health risks and future disasters). Main interventions included disaster risk reduction (DRR) efforts aimed at high-

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risk rural and urban communities, as well as school children, CBHFA for communities and water and sanitation (WatSan) efforts in identified areas with needs.

**Purpose of the Position:** Within the frame work of the MRCS policies and procedures and in accordance with the fundamental principles of the Red Cross Movement, BRIC Field Manager will assist the Program Manager and coordination with local authority, rural health centres, and the targeted communities in all aspects of planning, management and implementation of BRIC Program.

## **Duties and Responsibilities**

### **I. Managerial Management**

1. Responsible in all aspects of planning, budgeting, programme management and implementation of the project/ program activities in Tang Yan and Namp San under management of Programme Manager.
2. Regular reviews of the quality of programme activities and feed to Programme Manager.
3. Assess programme performances including utilization of resources and achievement of planned target
4. Implement the follow up activities of review, evaluation and senior management recommendation.
5. Manage and give technical support Program Support Officer, Finance Officer and Project officers in the planning and implementation of projects and field visits, to achieve programme objectives within time frame.
6. Perform any other tasks assigned by senior management

### **II. Financial Management**

7. Manage the programme budget in line with financial guidelines and policy
8. Manage expenses, cash transfer, summary of working advance for all activities
9. Prepare annual and quarterly budget together with detail break down
10. Responsible for working advance validation and claim in time
11. Regular monitoring on budget and expenditure as well as utilization and variance
12. Submit monthly liquidation report to Programme Manager in timely manner

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### III. Staff Management

13. Responsible for staff management, and maintain team spirit
14. Support program staff to get job satisfaction and create friendly environment
15. Empower staff are committed to quality result
16. Ensure staffs are equipped with job knowledge through MRCS induction course and other necessary briefings.
17. Administrate the staff according to MRCS policies and regulations
18. Participate in the evaluation of personnel's performance in line with Performance Appraisal Guidelines
19. Prepare staff job description in detail manner, and participate in recruitment of the operation staff
20. Analyse the training needs of staff and implement capacity building programme in coordination with human resources department.
21. Ensures that all staff members are treated equally and transparently

### IV. Coordination

22. Build lateral relationship with Township Health and Sport Department, Township Department of Rural Development and other INGOs, LNGOs and CBOs.
23. Ensure effective working relationships with delegates, staff, and volunteers.
24. Coordination with other MRCS Departments (HV&C, DM, OD, FASS ...) to facilitate the project implementation and ensure involvement of all MRCS Departments on the project.
25. To ensure project overall coordination, logistics, financial accountability, reporting and communication with the partners and stakeholders.

### V. Monitoring, Evaluation and Reporting

26. Conduct regular monitoring exercise by using indicator tracking table and quality of services together with M&E officer.
27. Conduct regular monitoring budget utilization rate together with Finance Officer.
28. Conduct regular monitoring stock position in relation with Program Support Officer and Warehouse

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29. Ensure the post distribution monitoring is in line with operational guidelines
30. Submit monthly progress report and annual report which includes activities done, challenges, expenses and financial situation to Programme Manager
31. Ensure that lessons learnt are well documented show with relevant stakeholders and use in PMER process
32. When emergency appears, submit report to National Head Quarter in urgent manner
33. Prepare and submit report to direct supervisor after attending the meetings/ workshop/ seminar/ training

### **Skills, Competency and Requirements**

- **Must be a Myanmar National**
- **Age under 45 years old**
- University Degree
- Minimum 4 years of Health, DRR and Protection, Gender and Inclusion related field experiences
- Working experience in remote and resource limited settings
- Well-developed computer skills, with demonstrated competence in Excel, Word and Power point (English and Myanmar)
- Strong skill in numerical recording, data maintenance
- Strong interpersonal and communication skills
- Well organized, efficient, with excellent attention to detail and ability to meet deadlines
- Ability to manage and priorities multiple tasks, take initiative and problem solve
- Able to work well in a team and live in stressful situations
- Ability to travel anywhere at short notice
- Ability to operate motorbike safely and must have driving license
- Fluent in Myanmar and English language

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**\*\*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,

Botataung 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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