



Career Opportunities

Position Title	: Program Support Officer
No. of Post	: (1) Post
Report to	: Field Manager
Department	: Health Department
Program	: Building Resilient and Inclusive Communities (BRIC) programme
Duty Station	: Lashio
Grade	: D1
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, Program Support Officer will assist the Field Manager and technical supports to the field project implementers to achieve the objectives of the project.

Duties and Responsibilities

1. Maintain Leave accounts, leave register and assist to Field Manager for leave.
2. Provide movement order for program staff travel and validation.
3. Manage security and cleaners for efficient result.
4. Record registers for correspondence and provide dispatch services for correspondences.
5. Ensure adequate follow up action with Officer Order and Office Cases.
6. Register and keep fixed assets registers, inventory ledger, vehicle log book and all the records including meeting minutes and documents related to the Human Resources, Logistics and Admin in line with record retention guideline.
7. Prepare monthly report including stock position status, procurement situations, challenges and recommendations.
8. Prepare monthly duty list for the township office to calculate pay roll and sent it to focal person of Finance Department.
9. Collect and send all performance appraisal forms to the HQ for the field project staffs.
10. Plan and organize transportation requirements, implement and maintain use of transportation management system and assist Field Manager in planning best use of vehicles.
11. Ensure correct storage, rotation of stock and proper structural maintenance of store/warehouse to keep all stocks in good condition.
12. Maintain accurate stock control and records of regular basis and to provide advice on warehousing issues that affect the overall operation.

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13. Prepare and make sure in all procurement process of the project activities (Stationary, Refreshment, Supportive materials, Accommodation, Venue, Wat/San Hardware construction, etc.....) in line with the MRCS procurement procedures.
14. Ensure adequate follow up action with Officer Order and Office Cases.
15. Perform any other duties assigned by Field Manager.

Skills, Competency and Requirements

- **Must be a Myanmar National**
- **Age under 45 years old**
- University Degree
- Minimum 2 years of relevant experiences
- 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

****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

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

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

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