



Career Opportunities

Position Title	: Project Officer
No. of Post	: (2) Posts
Report to	: Field Manager
Department	: Health Department
Program	: Building Resilient and Inclusive Communities (BRIC) programme
Duty Station	: Tangyan and Namhsan
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	: (23/05/2020),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

1. Act as the main contact between Field Manager and the targeted communities to maintain the day-to-day management and administration of the programme according to approved project documentation including programme description and annual implementation plan and budget.
2. Closely collaborate with the primary target group, local authorities (community leaders and chiefs) and township authorities in programme implementation to ensure the achievement of the programme objectives and outputs.
3. Closely coordination with the Program Officer, Program Support Officer and Finance Officer for the day to day management of project implementation.
4. Provide direction and guidance to the Field Supervisors in relation to the preparation of quarterly/annual activity-based budgets, Data collected, monthly narrative and financial reports, as well as other possible reports.
5. Conduct regular and frequent monitoring and supervisory visits to the programme sites, ensure use of available standardised reporting system and participate in periodic reviews and evaluations (internal as well as external).
6. Share knowledge and information to create an enabling environment for capacity building among staff and volunteers involved in programme implementation.
7. Participate in baseline data collection, training needs assessments and preparation of training plans and materials to be used by the programme as well as other MRCS projects.
8. Provide input to the training of Township Assistant Admin/Finance Officer, Data Assistant and Field Supervisor according to plans.
9. Maintain good relations and foster cooperation with the MRCS and Red Cross partner organisations, government, donor agencies, NGOs and other organisations in Myanmar in a manner appropriate to the Project Officer's functions.

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10. Perform any other duties and responsibilities as may be assigned by the Branch Field Manager and township branch CBHR Supervisory Committee.

Skills, Competency and Requirements

- **Must be a Myanmar National**
- **Age under 45 years old**
- University Degree
- Minimum 2 years of Health and DRR related field 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
- Local language (Pa Laung and Shan) 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, StrandRoad,

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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