



Career Opportunities

Position Title	: Livelihood Field Officer
No. of Post	: (1) Post
Report to	: Project Officer
Department	: Rakhine Operations Management Unit
Duty Station	: Maungdaw
Grade	: D1
Benefit Packages	: Salary + Staff house + Hardship Area Allowance +Additional Allowance+ Insurance +Communication Charges + Travelling Allowance + Home Return Leave / Annual Leave+ Quarantine Leave+ Casual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave
Application Deadline	: (06 / 07 /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: In 2017, MRCS is increasing its engagement in Rakhine state through immediate, medium and long-term support to people affected by communal violence. With the support of IFRC, MRCS has initiated Branch Capacity Building Development program in Sittwe, Mrauk-U, Kyauktaw, Ponnagyun, Minbya, Maungdaw, Buthidaung, and Rathedaung Townships. Program period is initial three months and high possibility of extension as long-term program.

"Person with disability are encouraged to apply this post as they will be given equal opportunity"

"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"

Maungdaw, Buthidaung, and Rathedaung areas are under the management of Maungdaw Hub office. MRCS is setting up Operation Management Unit.

Purpose of the position: The Livelihood Field Officer will be responsible for field implementation of the Northern areas of Rakhine, Livelihood Programme supported by International Federation of Red Cross and Red Crescent Societies. The project concern to implement direct and indirect affected community in August 2017 situation in Maungdaw, Rakhine State. He/she will contribute to ensuring that all activities are implemented in line with the project goal, objectives and output indicators. He/she will be based in Maungdaw, as part of the Rakhine Operations Management Unit, Maungdaw Hub Office team, and will work under the direct supervision of the MRCS Livelihood Project Officer (PO).

Duties and Responsibilities

1. Contribute to rapid assessments of communities to select project locations; and Integrated Community Assessment for Building Resilience (ICABR) with communities to agree project options and targeting criteria
2. Implement activities in communities in line with the livelihoods log-frame and Plan of Action, including:
 1. Beneficiary Household assessments, cross-checking the selection criteria and the situation of beneficiaries
 2. Drafting of business plans with volunteers and beneficiaries
 3. Procurement process with involvement of beneficiaries as much as possible, where relevant
 4. Delivery of in kind or cash inputs; or cash-for-work projects
 5. Monitoring of activities and income generation and household economy situation

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6. Coaching of beneficiaries during the establishment and development of their productive activities
7. Organize the technical skill training for livelihood related community.
3. Provide technical guidance to township branch volunteers to support the field implementation
4. Select community members to act as project mobilisers in locations where RCVs will not be working.
5. Contribute to the preparation of detailed plans and budgets for the livelihood activities under the guidance of the Project Officer.
6. Prepare monthly progress reports and share with PO before the agreed deadlines
7. Prepare cash forecast based on plan of action and send to PO before agreed deadlines
8. Conduct field visits, monitor project progress and ensure timely implementation of project activities in line with project log frame and plan of action
9. Ensure that project implementation is in line with MRCS strategy, policies and the Red Cross Fundamental Principles and Code of Conduct
10. Collaborate and coordinate with other Livelihood Officer based in Rakhine to share experiences and standardize tools and approaches
11. Carry out any other tasks assigned by the Project Officer

Skills, Competencies and Requirements

- **Must be a Myanmar National**
- **Age Under 50 years old**
- University degree
- Minimum 1 years working experience in livelihood field with increasing responsibilities in project/program management

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- Background in community mobilization, participatory approaches, facilitation and training
- Experience in project management, team building and problem solving methodology
- Good planning and reporting skills
- Computer literacy (Word, Excel, Power Point) in both Myanmar and English
- Strong interpersonal and communication skills including excellent oral and written English language skills
- Ability to manage and prioritize multiple tasks, takes initiative, work well in a team and live in stressful situations
- Interest in learning about the Red Cross/ Red Crescent Movement
- Effective command of English, both written and spoken

****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:**

Branch Office:

Myanmar Red Cross Society

East Of Myo Ma Quarter,Boe Mue Village Street,

Maungdaw Township, Rakhine. (or)

Email: mrcsmaungdaw@gmail.com

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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