



**Career Opportunities**

<b>Position Title</b>	: Operations Support Officer
<b>No. of Post</b>	: (1) Post
<b>Report to</b>	: Operations Manager
<b>Department</b>	: Health Department
<b>Project Name</b>	: COVID-19 preparedness and response operation
<b>Duty Station</b>	: Nay Pyi Taw/ Yangon
<b>Grade</b>	: D2
<b>Duration</b>	: <b>Six months until end of year 2020</b>
<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>	: ( 18/ 06/2020), 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:** With the auxiliary role to the government in humanitarian activities by the national law, MRCS has closely coordinated with Ministry of Health and Sports (MOHS) both at national, state/regional, and township levels for the preparedness and response activities of COVID-19 epidemic in the country. MRCS later developed its first emergency plan of action (EPoA) and updated it in April. The plan intends to carry out its preparedness and response activities in all four phases of the epidemic stated in health sector contingency plan as

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- 1- Preparedness
- 2- Containment
- 3- Mitigation and Control
- 4- Stand Down Phases of COVID-19 epidemic in the country.

The overall operational objective is to fulfil the auxiliary role and mandate of the National Society and contribute to reducing illness and loss of life, while protecting the health, safety, wellbeing and livelihoods of the most vulnerable people, by supporting efforts to contain, slow or suppress transmission of the virus, treating cases, and helping affected communities maintain access to essential health and social services. By responding to the secondary socio-economic impacts, the strategy also looks ahead to early recovery from the crisis.

The main prioritized areas are

- 1- Health and WASH
- 2- Addressing Socio-economic impact of the outbreak
- 3- Strengthening National Society's institutional capacity

**Purpose of the Position:** To assist/support operation team to implement its activities according to MRCS' preparedness and response plan for COVID-19.

#### **Duties and Responsibilities**

1. Maintain leave accounts, leave register and assist to Operation Manager for leave.
2. Provide movement order for program staff travel and validation.
3. Manage security and other office related matters.
4. Record registers for correspondence and provide dispatch services for correspondences.
5. Ensure adequate follow up action for office orders and office notes so that all office procedures of the operation are properly done in timely manner.
6. Register and keep fixed assets registers, inventory ledger and all the records including meeting minutes and documents related to the Human Resources, Logistics and Admin are in line with record retention guideline.

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7. Ensure timely reports regarding stock position status, procurement situations, challenges and recommendations are prepared.
8. Prepare monthly duty list for the staffs to calculate pay roll and sent it to focal person of Finance Department.
9. Prepare and make sure all procurement process of the operation activities (Stationary, Refreshment, Supportive materials, Accommodation, Venue, Wat/San Hardware construction, etc.....) are in line with the MRCS procurement procedures.
10. Prepare/support operation to achieve financial related procedures are done according to MRCS' financial regulation/procedures.
11. Perform any other duties assigned by Operation Manager.

### Skills, Competency and Requirements

- Must be a Myanmar National
- Age between 25 to 45 years
- Minimum two 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 details and ability to meet deadlines
- Ability to manage priorities, multiple tasks, take initiative and solve problems
- Able to work well in a team in stressful situations
- Ability to travel anywhere at short notice
- 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,

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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*MRCs\_IFRC(emergency appeal)\_ Operation Support Officer for Health/ COVID-19 preparedness and response operation 11/06/2020 ( 087 )*