



Career Opportunities

Position Title	: Finance Assistant
No. of Post	: (1) Post
Report to	: Admin & Finance Officer
Department	: Health Department
Program Name	: Community Based Programme for Malaria Prevention
Duty Station	: Taunggyi
Benefits Packages	: Salary +Insurance + Training + Travelling Allowances + Casual Leave+ Quarantine Leave+ + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave
Application Deadline	: (26.07.2020),16:30

Programme Background: Myanmar Red Cross Society has been implementing "Community Based Programme for Malaria Prevention" which has been funded by UNOPS/GF starting implementation in 10 townships of Southern Shan State since 2011 to 2014 and expanded to 11 townships from 2015 to 2017. This programme has been expanded its programme activities and area from year to year to such an extent that only 300 villages in 2011 to 1000 villages in 2016 and 2017. Currently this programme is extended from 2018 to 2020 with the support of UNOPS Global Fund RAI2E in 15 townships of Southern Shan State. The main programme activities in 2018 are Integrated Community Malaria Volunteer (ICMV) trainings, Community Malaria Case Management through ICMVs, Continuous LLINs distribution, Health Education Sessions, Case Detection in MMP (work sites) by Mobile Teams, etc. This programme has been closely coordinated and collaborated with National Malaria Control Programme (NMCP), State VBDC team, State Health Department, respective

"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 community's members in our programs"

Township Health Departments and other stake holders at Central, State and Townships level in implementing its programme activities and has also been contributing to achieve the Goal of National Plan for Malaria Elimination in Myanmar (2016-2030).

Duties and Responsibilities

1. Record all financial transactions, receipts, expenses, advances and transfers.
2. Follow up on all outstanding advances. Keep manual and computerized cash books up to date and do monthly cash counts with Program Manager
3. Assist to Admin and Finance Officer for the reconciliation of monthly accounts; ensure timely submission of other basis accounts.
4. Assist to Admin and Finance Officer for submit monthly and quarterly financial reports to MRCS Head Quarter Finance Officer.
5. Assist to Admin and Finance Officer for provide budget and actual (utilization rate) to township staff in monthly or quarterly for budget revision.
6. Prepare monthly/ quarterly fund requests and submit to Program Manager
7. Assist to Admin and Finance Officer for control bank account and bank statements and submit bank reconciliation statement to MRCS HQ Finance Officer.
8. Provide guidance for project staffs on the preparation of vouchers and other financial documents.
9. Keep and maintain the payroll file.
10. Assist the Senior Program Officer for working advance requests to HQ, when necessary.
11. Ensure compliance with the financial policies and guidelines of MRCS/ UNOPS Program.
12. Perform any tasks assigned by Program Manager, Finance Director and Health Director.

Skills, Competencies and Requirements

- Myanmar National
- Age under 50 years old

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- University degree and account related degree preferable
- 2-Year working experience in similar field, preferable with a local or international organization
- Effective computer skills
- Effective English language skills
- Ability and willingness to work to meet deadlines and a part of professional team
- Interest in humanitarian work
- Red Cross Volunteers are encouraged to apply

Application process: Please send your application letter, CV, and related documents to;

Head Office:

Myanmar Red Cross Society
Razathingaha Road, Dekhinathiri,
Nay Pyi Taw

Programme Office:

Myanmar Red Cross Society
No. 22/4, Yay Aye Kwin Ward,
Yet Kam Kyaung Street
(East Circular Road),
Shan State, Taunggyi

(or)

Email: mrcshr.tgi@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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