



## Career Opportunities

<b>Position Title</b>	<b>: Program Coordinator</b>
No. of Post	: (1) Post
Report to	: Hub Manager
Department	: Rakhine Operations Management Unit
Program	: Community Resilience Program
Duty Station	: Sittwe
Grade	: E1
Benefit Packages	: Salary + Staff house + Hardship Area Allowance + Insurance +Communication Charges + Travelling Allowance+ Home Return Leave /Annual Leave+ Quarantine Leave + Casual Leave+ Medical Certificate Leave + Maternity Leave + Substituted Leave
<b>Application Deadline</b>	<b>: (06/08/2020), 16:30</b>

**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:** Since 2017, MRCS has focused on 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. MRCS is setting up Operation Management Unit. Sittwe Hub Office is undertaking community resilience program in Rakhine State. The program will strengthen Myanmar Red Cross Society (MRCS) capacity to engage communities in resilience programming through training and awareness building. The program will also seek to address an observed

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need of DRR services and lack of awareness surrounding hygiene practices in villages through direct interaction with community members. MRCS is seeking a **Program Coordinator** to join this team. Program period is initial three months with high possibility of extension as a long-term program.

**Purpose of this position:** The Program Coordinator will be responsible to manage and implement the community resilience program supported by IFRC. He/she will ensure all activities are implemented in line with the program goal, objectives and output indicators. He/she will be based in Sittwe, as part of the Rakhine Operations Management Unit, and will work under the direct supervision of Hub Manager. He/she will be closely supported by the IFRC technical delegates.

## **Duties and Responsibilities**

### **Program Management**

1. Lead the community resilience program team and supervise the field officers in implementation of all program activities
2. Take responsibility for the overall implementation plan and scheduling and workshops, and ensure community participate in all phases of program planning and implementation as per MRCS minimum standards for community engagement and accountability.
3. Provide technical guidance to field officers and volunteers to carry out assessments, develop activity plans and continuous monitoring.
4. Ensure that community mobilizer and household volunteers are selected with standard criteria and trained in communities where township RCVs will not be working.
5. Prepare detailed quarterly, monthly plan of action and budget in line with the program.
6. Prepare procurement plan based on the quarterly plan of action and process in line with logistics checklist and procedure.
7. Monitoring and technical support visit to the field area at regularly.
8. Prepare monthly progress reports and submit to manger before the agree deadlines.
9. Ensure that program implementation is in line with MRCS strategy, policies and the red cross fundamental principles, prevention of fraud and corruption guidelines and code of conduct.

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## Financial Management

10. Prepare quarterly working advanced and detail calculation of line by line activities based on the annual budget and submit to Hub Manager before agreed deadlines.
11. Liaise and coordinate with finance staffs for working advance, working advance clearance, budget utilization in line with program log frame and plan of action.
12. Manage the cash request, expenses, cash transfer, summary of working advance and clearance for all program activities in line with financial guidelines and policy.
13. Supervise for working advance validation and claim in time
14. Regular monitoring on budget and expenditure as well as utilization and variance.
15. Submit monthly and quarterly liquidation report to Hub Manager in timely manner

## Staff Management

16. Ensure daily basis staff management according to MRCS staff policies and regulations
17. Ensure staffs are equipped with job knowledge through induction course and other necessary briefings
18. Support technical guidance and supervise their implementation of program activities are committed to quality result
19. Analyse the training needs of staff/volunteers and implement their capacity development
20. Prepare staff job description in detail manner and regular monitoring of staff capacity, skill and performance.
21. Participate in the evaluation of personnel's performance in line with Performance Appraisal Guidelines.
22. Maintain team spirit and support to staff get job satisfaction
23. Ensure that staff members are treated equally and transparently

## Coordination

24. Coordinate through Hub Manager with IFRC delegates on a regular basis regarding implementation.

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25. Work in close coordination and cooperation with supporting team, Mobile Clinic team and the community resilience program team in Minbya, actively share information and resources.
26. Coordinate through Hub Manager with team members of H.Q operations management unit and technical department as necessary.
27. Coordinate closely with key stakeholders of target villages, Township red cross branch, local authorities, township disaster management committee (TDMC) and other related NGO/INGO, CSO.
28. Develop and make use of contacts with red cross partners, government agencies and NGO/INGO, CSO.
29. Carry out any other tasks assigned by the Hub Manager

## Reporting

30. Monthly, quarterly and annual report submit to Hub Manager before the agree deadlines.
31. Maintain all hard and soft copy files of the program.
32. Provide update data and information of program activities and regular submit to Hub Manager

## Skills, Competencies and Requirements

- **Must be a Myanmar National**
- **Age under 50 years old**
- University Degree
- Minimum 2 years working experience in Community based project/ program management with NGOs or relevant government departments/Environment
- Background in community mobilization, participatory approaches, facilitation and training
- Experience of working with communities in conflicts/disasters
- Experience of Disaster Risk Reduction and Disaster response and recovery field
- Previous experience of working with cash-based interventions would be advantageous
- Experience of contributing to conception, preparation, management, supervision and evaluation of multi-sectorial, community-based programs aimed at increasing resilience

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- Previous experience of working in Rakhine would be advantageous
- Computer literacy (Word, Excel, Power Point) in both Myanmar and English and data management skills
- Ability to work effectively with the two ethnic communities in the state and international staffs.
- Ability to travel frequently to program sites in Sittwe and Minbya
- 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
- Strong interpersonal and communication skills including excellent oral and written English language skills

**\*\*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: [mrcsrsp@gmail.com](mailto:mrcsrsp@gmail.com)**

**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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