



Career Opportunities

Position Title	: Mine Risk Education Program Coordinator
No. of Post	: (1) Post
Report to	: Deputy Director (Response)
Department	: Disaster Management Department
Program	: Mine Risk Education Program
Duty Station	: Nay Pyi Taw/Yangon
Grade	: E2
Benefits Packages	: Salary + Insurance + Training + Travelling Allowances + Casual Leave + Quarantine Leave + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave
Application Deadline	: (22/ 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.

Background: People living or returning to the mine/UXO affected areas in Myanmar are fully aware of danger posed by mine/UXO and they implement and promote safe behaviour in regards to the mine/UXO problem.

MRCS has the required expertise, tools, organization and resources to deliver good quality risk education and incident surveillance activities to people living in weapon contamination affected areas in Kachin, Shan and Kayin, as well as in Kayah, Bago, Mon and Tanintharyi states.

Mine Risk Education has two main activities: Mine Risk Education Training for Red Cross Volunteers, Basic Education School Teachers and Health Staffs and Mine Risk Education Awareness Session for Communities level.

Purpose of the Position: National Mine Risk Education Coordinator is in charge for planning, implementation and monitoring of MRCS Mine Risk Education (MRE) activities in Myanmar, at national level. MRE activities started in 2015, in cooperation with the ICRC, and currently

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implementing in Kachin, Shan (North and Eastern Shan), Kayin, Mon and Tanintharyi states, Southern Shan, Eastern Bago and Kayah states, with staff safety activities in Rakhine state.

The National MRE Coordinator has regular contacts and exchange with the ICRC WeC department and reports directly to DM Director.

Duties and Responsibilities

1. Draft the overall plan for implementation of Mine Risk Education throughout Myanmar in close coordination with the state level MRE officer.
2. Submit the quarterly PoA for the activities and budget to the ICRC, with approval from DM Director.
3. Be proactive towards the planning, implementation, monitoring and reporting of the MRE activities conducted based on the needs.
4. Shows flexibility and decentralisation of authority concerning the MRE project.
5. Support, Mentor and advise the MRE officers the field level in terms of technical aspects of the MRE project.
6. Abreast with the modern trends in MRE and its developments and best practices in the international mine action community.
7. Represent MRCS in terms of MRE, during the Mine Risk working group and other meeting with the concerned stakeholders.
8. In coordination DM department, Liase and coordinate with ICRC WeC department in terms of overall MRE project planning and implementation.
9. Organise and supervise implementation of monitoring and evaluation activities at state level, in coordination with the ICRC.
10. Plan and implement relevant MRE and other technical training for MRCS MRE FO and other MRCS staff members, with the support of ICRC.
11. Attend and represent MRCS at national Mine Risk Working Group meeting.
12. Prepare annual report and proposal for activities in next year, with budget, in the line with existing MRCS and ICRC procedures.

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13. Prepare and submit monthly report, MRE data and budget expenditures to the ICRC, DM director and relevant staff as per the timeline.
14. Coordinate with MRE actors at national level, both with authorities and INGO's/UN agencies.
15. Prepare the training plan and develop session plan for integrated section in First Aid training, as well as other relevant training.
16. Have regular exchange on relevant activities and information with other MRCS departments, like Health, FA, CPP and HORC, in order to ensure integrated approach of MRCS MRE activities.
17. Ensure the implementation of MRE activities in States is conducted according to International Mine Action Standards and relevant Myanmar National Mine Action Standards, as well as relevant RC/RC Movement strategies on Weapon Contamination.
18. Submit monthly activities report including next month plan to DM Director and the ICRC WeC department, until the end of the first week of month, for activities implemented in the previous month.
19. Closely coordinate with MRCS MRE FO's, G1 at state level and ICRC WeC department for day to day activities.
20. Preparation of detail budgeting, budget break down calculation, working advance and clearance and budget control and monitoring regarding to the POA, in accordance to the relevant MRCS and ICRC procedures.
21. Represent the MRCS as part of the national MRE Steering Committee.
22. Regularly brief and update MRCS senior management on the development of MRCS national MRE implementation.
23. In close collaboration with other MRE actors, develop a long term national plan for MRE implementation with the MRCS aiming to fill the lead role in MRE nationally.

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24. Contribute to the development and maintenance of Myanmar Mine Action Standards (MMAS), specifically in the area of MRE.
25. Ensure that MMAS are complied with and from the basic for all MRE programming.
26. Institute a national quality assurance system of MRCS MRE.
27. Ensure that MRCS capacity to implement MRE develops in a structured and professional manner nationally.
28. Ensure that the implementation of MRE programme and budgets is spending in line with the Plan of Action and proposed/approved budget.
29. Ensure that there is a coherent national MRCS approach to incident surveillance, reporting and data storage and analysis, in close coordination with the MMAC.

Skills, Competency and Requirements

- **Must be a Myanmar National**
- **Age under 45 years old**
- **University Degree**
- **Minimum 3 years experiences with Non- Profit Organizations**
- **Minimum 2 years of related field is preferable**
- **Very good management skills, programme planning, and reporting experience is preferable**
- **Basic technical knowledge of Weapon Contamination and Mine Action activities**
- **Must respect local traditional customs**
- **Strong leadership, negotiation and interpersonal communication skill**
- **Ability to manage multiple priorities to meet deadlines and adhere to program schedule**
- **Effective computer skills as well as Microsoft word, excel and power point are desirable**
- **Effective Local language skills**
- **Perform related duties as assigned by director**
- **Red Cross Volunteers are preferable**

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- Excellent command of English and Myanmar especially in translating, including written, spoken and typing

****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, Strand Road,
Botahtaung 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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