



## Myanmar Red Cross Society

### Career Opportunities

Position Title	: Mine Risk Education Officer
No. of Post	: (1) Post
Report to	: Mine Risk Education Program Coordinator
Department	: Disaster Management Department
Program	: Mine Risk Education Program
Duty Station	: Taunggyi (Shan-South)
Grade	: D1
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.

**"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"**

**Purpose of the Position:** Mine Risk Education Officer Support for planning, implementation and monitoring of MRCS Mine Risk Education (MRE) activities in Myanmar. MRE activities started in 2015, in cooperation with the ICRC, and currently 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 Mine Risk Education has regular contacts and exchange with the ICRC WeC department and MRE Coordinator.

### **Duties and Responsibilities**

1. Regularly brief and update Mine Risk Education Coordinator on the implementation of mine risk education activities in state/regions level.
2. Attend and represent MRCS at local MRE coordination meeting.
3. Coordinate with MRE actors in State/region level.
4. Support in coordinate MRE Training for RCVs in State/region level.
5. Conduct MRE awareness sessions for local affected communities, First Aid and ERT Trainings.
6. Support the Red Cross Volunteer RCVs in developing of MRE session plan, financial and activity report.
7. Closely coordinate with and mobilize the Red Cross Volunteers RCVs for MRE activities in community level.
8. Ensure the implementation of MRE activities in State/region is conducted according to international mine action standards.
9. Conduct monitoring visits project sites; collect data according to MRE/WeC monitoring template and report to MRE Coordinator accordingly.
10. Submit monthly activities report including next month plan to MRE Coordinator.
11. Closely coordinate with MRE Coordinator, State Red Cross Supervisory and brsnches.

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12. Prepare and submit monthly quarter budget break dawn, working advance and clearance regular basis.

### Skills, Competency and Requirements

- Must be a Myanmar National
- Age under 45 years old
- University Degree
- Minimum 1 years of related field
- Computer skills as well as Microsoft word, excel and power point is preferable
- Very good management skills, programme planning, and reporting experience
- 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
- Excellent command of English and Myanmar especially in translating, including written, spoken and typing
- Red Cross Volunteers are preferable

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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)

For more information and application, please visit to the [www.redcross.org.mm](http://www.redcross.org.mm)

Branch Office:

Myanmar Red Cross Society  
No. 42, Red Cross Building, Strand Road,  
Botahtaung Township, Yangon. (or)

Only short-listed candidates will be contacted for a personal interview.

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