



Myanmar Red Cross Society

Career Opportunities

Position Title	: Project Officer
No. of Post	: (1) Post
Report to	: Project Coordinator
Department	: Organizational Development Department
Duty Station	: Nay Pyi Taw/ Yangon
Grade	: D2
Benefits Packages	: Salary + Insurance + Training + Travelling Allowances + Casual Leave+ Quarantine Leave+ Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave
Application Deadline	: (10/08/2020), 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 of the Project: Myanmar Red Cross Society (MRCS) in collaboration with the American Red Cross (AmRC) is planning to implement the project called Red Cross Readiness. It is intending to strengthen the organizational capacities of nine National Societies mainly focus on strengthening the capacity, readiness and resilience of National Red Cross/Red Crescent Societies in East Asia and Pacific to respond to local disasters which is including Myanmar. This project will seek to address the capacity issues with the longer-term goal and ultimate benefit of improving the ability to reach communities affected by disasters and respond in a more efficient and effective way.

Purpose of the Position: The Project Officer assists the Project Coordinator (PC) in all aspects of planning, management and implementation, including line-management of field staff. This position involves the following tasks/main responsibilities.

"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"

Duties and Responsibilities

Planning, Implementation and Monitoring

1. Design and implement the project activities.
2. Conduct any necessary actions required for project activities under the project frame.
3. Participate in baseline data collection, training needs assessments and preparation of training plans and materials to be used by the project.
4. Support Project Coordinator for routine work-plan for targeted Branches and communicate the responsible technical departments at MRCS HQ.
5. Assist PC to reach project's objectives/outputs in line with project work plan and follow to data collection procedures and tracking of performance indicators.

Monitoring, Supervision and Reporting

6. Supervise and manage the Assistant Project Officer (APO) and Red Cross volunteers (RCVs) in the targeted areas for proper implementation.
7. Collect issues, needs and success stories from RCVs and community to facilitate for future plan.
8. Share knowledge and information to create an enabling environment for capacity building of RCVs involved in implementation.
9. Prepare consolidated monthly, quarterly and reports and submit to the Project Coordinator in a timely manner.
10. Conduct regular and frequent monitoring and supervisory evaluation.
11. Assist PC to organize, and participate in review and evaluation meetings.

Coordination and Cooperation

12. Coordinate and cooperate with Township Red Cross Branches, State/Region Red Cross Supervisory Committee, MRCS HQ, and local authorities in the implementation of all planned activities;
13. Work in collaboration with MRCS at all levels of project implementation.
14. Ensure other duties assigned by Project Coordinator.

Financial Management

15. Prepare cash forecast and working advance request based on plan of action quarterly and share to Finance Officer for compilation before agreed deadlines.

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16. Prepare financial settlement with MRCS financial regulations and get approval for the financial expenditure.
17. Assist Project Coordinator to prepare detailed plans and budgets for project activities to implement in a timely manner.
18. Assist Project Coordinator to prepare annual and quarterly budget together with detailed breakdown.

Reporting

19. Submit update information, monthly and quarterly reports in a timely manner to the Project Coordinator.

Others

20. Undertake relevant tasks assigned by Project Coordinator.

Skills, Competency and Requirements

- **Must be a Myanmar National**
- **Age between 24 to 35 years**
- University degree (Post graduate degree in Social Science or equivalent professional qualifications are preferred)
- Minimum of 3 years work experience in related field
- Experience in project management and finance management
- Good organizational skills, ability to prioritize workload and multi-task
- Knowledge of participatory approaches as an advantage
- Ability to travel frequently to project areas
- Good analytical and report writing skills
- Good communication, interpersonal, planning, monitoring, supervising, reporting and self-management skills
- Team-work oriented and able to work under pressure
- Effective Computer Skill (MS Office Packages)
- Effective English language skill (written or verbal)
- Any experience working with Red Cross is preferred

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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

Branch Office:

Myanmar Red Cross Society

No. 42, Red Cross Building, Strand Road,

Botataung 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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