



Career Opportunities

Position Title	: Health Program Coordinator
No. of Post	: (1) Post
Report to	: Hub Manager
Department	: Rakhine Operations Management Unit
Program	: Mobile Health Clinic program
Duty Station	: Sittwe
Grade	: E2
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
Application Deadline	: (19/10/2020), 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. 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.

(Brief Intro About Department or Program/Project)

In 2017, MRCS is increasing its engagement in Rakhine state through immediate, medium and long-term support to people affected by communal violence. MRCS is setting up Operation Management Unit. MRCS in collaboration with the Norwegian Red Cross is implementing a Health programme in Central Rakhine. The programme seeks to contribute primary health care services to communities both directly and indirectly affected by communal violence. The programme is targeting Sittwe township in Rakhine State. Health Programme in Sittwe Township is under the management of Sittwe Hub office. The programme is

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strengthening Myanmar Red Cross Society (MRCS) capacity to engage communities in resilience programming through primary health care services, training and awareness building. The programme will also seek to address an observed need of health services and lack of awareness surrounding hygiene practices in villages through direct interaction with community members. MRCS is seeking a Health Program Coordinator to join this team. The position is initial three months and high possibility of extension as long-term program.

Purpose of this position: The Health Program Coordinator will be responsible for managing, planning, implementing and improvement of MRCS' mobile clinic care activities under management of Hub Manager at Sittwe. This position involves extensive record keeping, organizing, and problem solving and time management. It also involves interpretation and communication of complex regulations and medical data and communication with Hub Manager, Senior Health Coordinator and Health Delegate including providing regular report and health analysis. Extensive interaction with State/District/Township Health Department, Health Delegate, health cluster, Local Red Cross Branch and in close coordination with other health actors and stakeholders operating in Sittwe area of Rakhine.

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.

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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.

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.

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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.
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**
- **M.B.B.S** with valid medical registration
- Post graduate degree in **Master of Public Health** is more preferable

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- At least 3 years' experience in health care program related activities or health care activities
- Experience on managing finances, budgets and program planning will be advantageous
- Previous experience of working in Rakhine would be advantageous
- Experience of working with communities in conflicts/disasters
- Good knowledge of Primary Health Care and clinical medicine
- Should have strong facilitation, communication, coordination and interpersonal skills
- Computer literacy (Word, Excel, Power Point) in both Myanmar and English and data management skills
- Ability to manage and prioritize multiple tasks, takes initiative, work well in a team and live in stressful situations
- Ability to travel frequently to program sites
- Ability to work effectively with the two ethnic communities in the state and international staffs.
- 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: mrcrsp@gmail.com

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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