



Career Opportunities

Position Title	: Livelihoods Project Officer
No. of Post	: (1) Post
Report to	: Program Coordinator
Department	: Rakhine Operations Management Unit
Duty Station	: Maungdaw
Grade	: D2
Benefit Packages	: Salary + Staff house + Hardship Area Allowance +Additional Allowance+ Insurance +Communication Charges + Travelling Allowance + Home Return Leave / Annual Leave+ Quarantine Leave+ Casual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave
Application Deadline	: (14 / 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.

Background: In 2017, MRCS is 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. Program period is initial three months and high possibility of extension as long-term program.

"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"

Maungdaw, Buthidaung, and Rathedaung areas are under the management of Maungdaw Hub office. MRCS is setting up Operation Management Unit.

Purpose of the position: The Livelihood Field Officer will be responsible for field implementation of the Northern areas of Rakhine, Livelihood Programme supported by International Federation of Red Cross and Red Crescent Societies. The project concern to implement direct and indirect affected community in August 2017 situation in Maungdaw, Rakhine State. He/she will contribute to ensuring that all activities are implemented in line with the project goal, objectives and output indicators. He/she will be based in Maungdaw, as part of the Rakhine Operations Management Unit, Maungdaw Hub Office team, and will work under the direct supervision of the MRCS Program Coordinator.

Duties and Responsibilities

Planning and Budgeting

1. Prepare detailed plans and budgets for the project
2. Participate in the preparation of operational plans for the project
3. Develop an internal MRCS branch capacity-building plan, based on a training/capacity needs assessment and other data, and guide the implementation of preparedness actions and measures required to help prepare branches in respective Township and Red Cross Volunteers (RCVs).

Implementation

4. Lead the Livelihood Project team and supervise the field officers in implementation of all planned activities
5. Provide technical guidance to Field Officers and volunteers to carry out assessments, develop activity plans, and monitoring
6. Ensure that suitable community mobilisers are selected and trained in communities

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7. Ensure that project implementation is in line with MRCS strategy, policies and the Red Cross Fundamental Principles and Code of Conduct
8. Maintain all hard and soft copy files for the Project
9. Perform any other assigned tasks by senior management
10. Take responsibility for the overall implementation plan and scheduling and workshops, and ensure community participation in all phases of programme planning and implementation as per minimum standards for Community Engagement and Accountability

Financial Management

11. To coordinate with Finance Officer to undertake financial processes related to working advances, receipts, expenditures and ensure management of financial records for program activities under his/her supervision

Coordination and Reporting

12. Work in close coordination and cooperation with other programme
13. Coordinate closely with Township Red Cross Branch, local authorities, ICRC and other humanitarian organizations present in project areas, and when possible, attend relevant coordination meetings in Maungdaw and ensure that the MRCS project is well coordinated, following agreed standards and best practices, and not duplicating other support
14. Develop and make use of contacts with Red Cross partners, government agencies, local and international NGOs.
15. Prepare reports (monthly, quarterly and key activities reports) and submit to line manager before the agreed deadlines

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Skills, Competencies and Requirements

- **Must be a Myanmar National**
- **Age Under 45 years old**
- University degree
- Social Science Diploma or Certificate
- At least 2 years of Livelihoods work experience in Local organization/NGO/ INGOs.
- Knowledge of Project Cycle Management and Financial Management
- Strong skill in report writing with numerical recording detail and ability to meet deadlines
- Excellent Communication Skills, both oral and written and problem solving skill
- Ability to travel anywhere at short notice
- Ability to work well in a team and dealt with stressful situation
- 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:**

Branch Office:

Myanmar Red Cross Society

East Of Myo Ma Quarter,Boe Mue Village Street,

Maungdaw Township, Rakhine. (or)

Email: mrcsmaungdaw@gmail.com

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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