



Career Opportunities

Position Title	: Monitoring & Reporting Officer (M & R Officer)
No. of Post	: (1) Post
Report to	: Monitoring & Reporting Coordinator
Department	: Rakhine Operations Management Unit
Program	: Strengthening the resilience of communities and displaced population in Rakhine through disaster risk management, livelihood interventions and strengthening the response capacities of MRCS.
Duty Station	: Minbya
Grade	: D1
Benefit Packages	: Salary + Accommodation Charges + 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	: (20/10/2020), 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: Since 2014 in Rakhine, both MRCS and IFRC have focused on bringing livelihoods (LLH) assistance to vulnerable families in communities indirectly affected by the crisis. In 2016 MRCS will continue to work on improving livelihoods in more villages in Sittwe Township through its Rakhine Special Program (RSP). The approach which has been followed from late 2014 will be continued, using

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a business plan process and conditional cash transfers to support an income generating activity of the beneficiary's choice. As well as livelihoods, MRCS will include some other sectorial activities, such as Watsan and Basic First Aid, to address priority needs in these villages. There are plans to continue expanding the project in Minbya Township. At the beginning of 2017 MRCS is implementing the Community Resilience Programme in Rakhine as a long - term program.

Purpose of this position: The Monitoring & Reporting Officer (M&R Officer) in Minbya, In Minbya (Under the Sittwe Hub Office) the projects are overseen by a Programme coordinator Project Officers and officers. Both of these teams are managed by a Hub manager based in Sittwe. As identified by the MRCS Rakhine OMU, more support is needed for both teams in monitoring, reporting and data management.

Duties and Responsibilities

1. Provide technical support and assist the Rakhine Operations Management Unit (ROMU) Sittwe Hub Office, Minbya teams in monitoring, reporting and data management.
2. Work towards the achievement of the all project objectives through effective teamwork within the Sittwe Hub Office, especially for Minbya projects.
3. Ensure understanding of the local context, and roles, responsibilities, external relationships, accountabilities and teamwork of MRCS operations in Rakhine.
4. Monitor and evaluate overall project progress on achievement of outputs (activities) and outcomes (results) on a regular basis.
5. Coordinate together with the Programme and Project team in data collection for different assessments and monitoring surveys.
6. Assist the Minbya Programme Coordinator and M&R Coordinator with the support of delegates, in compiling monthly progress reports and final reports according to deadlines.
7. Ensure effective management of all project-related data, including timely and accurate survey data entry from paper forms to Excel databases.

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8. Provide technical assistance and training on M & E to staff, RCVs and communities.
9. Conduct regular field assessments, analyze information collected and
 - o Make appropriate recommendations for the project teams.
 - o Provide feedback to the Hub Manager on project activities.
10. Promote beneficiary feedback mechanisms in project sites.
11. Document Success stories and good practices of the project.
12. Collect project's photos, video clips and other visibility materials and include them in reports.
13. Ensure to claim financial working advance and travel cost for own.
14. Conduct any other tasks as assigned by the Hub Manager.
15. The M & R officer will receive technical support from the livelihood delegate and M&R Coordinator based in Sittwe, and relevant PMER Coordinator based in Yangon.
16. The M & R officer needs to establish and ensure effective working relationships with ROMU staff both in Sittwe and Minbya, and MRCS Society counterparts and leadership.

Skills, Competencies and Requirements

- **Must be a Myanmar National**
- Age limitation is not older than 50 years.
- University Graduate.
- Minimum two years of experience in working with social/NGO environment in Monitoring, Evaluation and Reporting areas.
- Ability to manage multiple priorities to meet deadlines and adhere to project schedule
- Ability to travel project site, camp and village.
- Excellent computer (Microsoft package) and data management skills
- Flexibility under pressure and in response to changing needs
- Interest in learning about the Red Cross/Red Crescent Movement

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- Intermediate level 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: mrcsrsp@gmail.com

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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