



Career Opportunities

Position Title	: Program Manager
No. of Post	: (1) Post
Report to	: Deputy Director
Department	: Rakhine Operation Management Unit
Duty Station/Location	: Nay Pyi Taw/ Yangon
Grade	: F2
Benefits Packages	: Salary + Insurance + Training + Travelling Allowances + Casual Leave + Quarantine Leave + Annual 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.

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, ICRC, MRCS has initiated Rakhine Operations Management Unit 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. Maungdaw, Buthidaung, and Rathedaung areas are under the management of Maungdaw Hub office. MRCS is setting up Operations Management Unit.

Purpose of the Position: Manager will ensure all activities are implemented in line with the project goal, objectives and output indicators. Manager will be based in Yangon and will work under the direct supervision of Deputy Director.

Duties and Responsibilities

Program Implementation

1. Assist to Dy Director in implementation activities of Rakhine Special Operations and branch capacity building development activities.
2. Assist to Dy Director in preparation of budget, work plan, procurement plan, and working advance.
3. Frequently visit to field based on requirements and perform monitoring and evaluation aspect.
4. Support to hub offices in programmatic matters and administrative matters.

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5. Combine Sittwe Hub Office and Maungdaw Hub Office reports and submit to Dy Director.
6. Follow up for internal dispatches and manage program support team.
7. Continuous monitoring on working advance, cash transfer, expenditure, budget utilization.
8. Carry out any other tasks assigned by Dy Director.

Coordination and Cooperation

9. Coordinate with technical departments, other humanitarian organizations in the implementation of all planned activities.
10. Establish a close working relationship and share information with partners Others.
11. Managing information flow between hubs and headquarter team.
12. Attend in coordination meetings with partners, CBOs to ensure that the MRCS project is well coordinated, following agreed standards, and not duplicating other support.
13. Undertake field trips with counterparts and stakeholders in order to monitor and assess the progress of activities.
14. Provide MRCS and partners with all relevant data and information to allow timely narrative report.

Financial Management

15. Manage the programme budget in line with financial guidelines and procedures.
16. Manage expenses, cash transfer prepares and submit working advance requests and financial reports in timely manner.
17. Prepare annual and quarterly budget together with detail break down.
18. monitor budget and expenditure as well as utilization and variance.
19. Submit monthly liquidation report to Dy Director in timely manner.

Staff Management

20. Manage team to work with team spirit.
21. job satisfaction through creating friendly and trust worthy atmosphere.
22. Encourage staff to perform at their best to have high quality of work done.
23. Monitor staff and provide technical support to them.
24. Disseminate Red Cross Movement SOP and Plan of actions to all staff member and provide necessary job-related knowledge.
25. Ensure all newly recruited staff completed MRCS and operation induction courses/ sessions in time.
26. Ensure staffs are aware of MRCS policies and procedures and application of those policies and procedures.
27. Participates in the evaluation of personnel's performance in line with Performance Appraisal Guidelines.

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28. Prepare staff job descriptions in detail manner, and participate in recruitment of the operation staff.

Safety and Security

29. Endure effective data management (hard and soft copy files) for all projects in office confidentially.

30. Continuously monitor security situation at local level and report to Dy Director in urgent manner if needed.

Skills, Competencies and Requirements

- **Must be a Myanmar National**
- **Age under 50 years old**
- University degree graduated
- Minimum 3 years experiences in emergencies management and community-based programs
- Experience on managing finances, budgets and program planning will be advantageous
- Well experience in managing staff
- Knowledge of experience in working/ coordinating with international and national partner organizations
- Should have strong facilitation, communication and coordination skills
- Self-supporting in computers (Windows, Spreadsheets, Word processing)
- Good negotiation skill
- Willingness to perform assigned tasks and duties in tight deadline
- Effective spoken and written English

****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.

Branch Office:

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

Email: mrcshrrecruitment@redcross.org.mm

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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