



Career Opportunities

Position Title	: Mine Risk Education Field Officer
No. of Post	: (1) Post
Report to	: Hub Manager
Department	: Rakhine Operations Management Unit
Duty Station	: Sittwe
Grade	: D1
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	: (25/01/2021), 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)

Since 2017, MRCS has focused on increasing its engagement in Rakhine state through immediate, medium and long-term support to people affected by communal violence. With the support of ICRC, MRCS has initiated Community Based Development program in Sittwe, Mrauk-U, Kyauktaw, Ponnagyun, Minbya, Maungdaw, Buthidaung, and Rathedaung Townships. MRCS is setting up Operation Management Unit. Sittwe Hub Office is undertaking Mine Risk Education program in Rakhine State. The program will

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strengthen Myanmar Red Cross Society (MRCS) capacity to engage communities in resilience programming through training and awareness building. The program will also seek to address an observed need of MRE services and lack of awareness surrounding Mine Risk in villages through direct interaction with community members. MRCS is seeking a **Mine Risk Education Field Officer** to join this team. Program period is initial three months with high possibility of extension as a long-term program.

Purpose of this position: To Support National MRE Coordinator and Rakhine Operations Management Unit in the implementation of MRE Activities to promote safe behaviour in regards to the Mine/UXO problem and people living or returning to the Mine/UXO affected areas in Rakhine state, Myanmar are fully aware of danger posed by Mine/UXO's. He/she will be based in Sittwe, as part of the Rakhine Operations Management Unit, and will work under the direct supervision of Hub Manager.

Duties and Responsibilities

1. 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.
2. Ensure the implementation of MRE activities in States in conducted according to International Mine action Standards.
3. Prepare detailed quarterly, monthly plan of action in line with the program.
4. Provide technical guidance to volunteers to carry out assessments, develop activity plans and continuous monitoring.
5. 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.
6. Liaise and coordinate with finance staffs for working advance, working advance clearance, budget utilization in line with program log frame and plan of action.
7. Manage the cash request, expenses, cash transfer, summary of working advance and clearance for all program activities in line with financial guidelines and policy.

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8. Regularly brief and update to Hub Manager and National MRE Coordinator for the development of Local Mine Risk Education (MRE) implementation.
9. Organize the local training for MRE awareness sections.
10. Prepare the training plan and develop session plan for integrated section in First Aid training.
11. Attend and represent MRCS at local MRE Cluster meeting.
12. Coordinate closely with key stakeholders of target areas, Township red cross branch, local authorities and other related NGO/INGO, CSO.
13. Closely coordinate and mobilize the branches and RCVs for MRE awareness section in community.
14. Closely coordinate with Hub Manager, National MRE Coordinator for day-to-day activities.
15. Monitoring and technical support visit to the field area and MRE awareness section at regularly.
16. Monthly, quarterly and annual report submit to Hub Manager before the agreed deadlines.
17. Maintain all hard and soft copy files of the program.
18. Provide update data and information of program activities and regular submit to Hub Manager
19. Carry out any other tasks assigned by the Hub Manager

Skills, Competencies and Requirements

- **Must be a Myanmar National**
- **Age under 50 years old**
- University Degree
- Minimum 1 years working experience in Community based project/ program with NGOs or relevant government departments/ Environment
- Mine Risk Education program experiences will more preferable
- Background in community mobilization, participatory approaches, facilitation and training
- Experience of working with communities in conflicts/disasters
- Good knowledge for Mine and related will more preferable

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- Computer literacy (Word, Excel, Power Point) in both Myanmar and English and data management skills
- Ability to work effectively with the two ethnic communities in the state and international staffs.
- Ability to travel frequently to program sites
- Ability to manage and prioritize multiple tasks, takes initiative, work well in a team and live-in stressful situations
- Interest in learning about the Red Cross/Red Crescent Movement
- Must respect local traditional customs
- Strong leadership, negotiation and interpersonal communication skill
- Ability to manage multiple priorities to meet deadlines and adhere to program schedule
- Motivated to work in the field and camps
- Willingness to promote Red Cross principles of neutrality, impartiality and independence
- Interest in learning about the Red Cross/Red Crescent Movement
- Strong interpersonal and communication skills including excellent oral and written local 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,

Botahtaung Township, Yangon. (or)

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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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