



**Career Opportunities**

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| <b>Position Title</b>       | : <b>Programme Manager</b>   |
| <b>No. of Post</b>          | : (1) Post   |
| <b>Report to</b>            | : Deputy Director  |
| <b>Department</b>           | : Disaster Management Department   |
| <b>Project</b>              | : Climate-Smart Urban Risk Resilience Project  |
| <b>Duty Station</b>         | : Nay Pyi Taw/ Yangon  |
| <b>Grade</b>                | : F2   |
| <b>Benefits Packages</b>    | : Salary + Insurance + Training + Travelling Allowances + Casual Leave + Quarantine Leave + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave |
| <b>Application Deadline</b> | : (2/2/2021), 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.

**Background:** “Myanmar Red Cross Society (MRCS)” is going to start a project called “Climate-Smart Urban Risk Resilience (Mandalay)” with the support of International Federation of Red Cross and Red Crescent/Finnish Red Cross (IFRC/FRC). The project aims to enhance the resilience of urban communities and schools to climate change and disaster risk through an inclusive and integrated approach of Mandalay in two selected townships.

**Purpose of the Position:** Programme Manager shall lead implementation of National Society Development Project focused on Organizational Development, First Aid and Safety, Disaster Risk Management which all are composed in the project enhancing resilience to climate change and disaster risk through an inclusive and integrated of urban communities and schools. Under supervision of Deputy Director of Disaster Management Department and in close cooperation with the IFRC/FRC country representative including invited delegates and advisors.

**Duties and Responsibilities**

**Programme Management**

1. Provide overall leadership and management which are including project formulation and implementation to monitoring and evaluation. Ensuring that the project is carried out in accordance with project documents, Cooperation Agreement between MRCS and partners, as well as MRCS policies, strategies and procedures, and donor requirements.

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2. Ensure systematic collection of relevant data for monitoring and evaluation of progress, its outputs and impact.
3. Undertake regular field visits in order to monitor and assess the progress of implementation. Compare plans with achievements, evaluate success of work and develop necessary adjustments, recommendations and follow up activities of implementing activities.
4. All others complementary tasks which will be defined by the Director and Deputy Director of Organizational Development Department.
5. Attend and contribute to face to face biannual and annual report meetings with the donors and country representative.
6. Lateral Relations and teamwork with respective State/ Regions Red Cross Supervisory Committee and Township Red Cross Branches.
7. Ensure understanding of roles, responsibilities, relationships with volunteers, accountabilities and teamwork.

#### **Financial management**

8. Responsible for annual and quarterly budget preparation, budget validation, and detail break down of budget.
9. Regular monitoring of budget and expenditure utilization and variance.
10. Ensure that project funds are spent according to the project objectives, MRCS financial management guidelines and donor requirements.
11. Coordinate with the MRCS HQ Finance Department and IFRC/FRC Finance Department (if necessary) on timely and accurate submission of financial reports and transfers' requests to IFRC/FRC.

#### **Staff Management, Participation and Supervision**

12. Lead, guide and supervise the work of the project staff including township levels.
13. Organise work responsibilities to ensure individual staff's clear and unambiguous understanding of their obligations, role and contribution to achieve the project objectives and outputs.
14. Convene regular working meeting with the program and project staff, analyse the training needs of staff and build capacities of staff in project management, report writing and other relevant areas as feasible.
15. Support sharing of knowledge and information among staff involved in the project to create an enabling environment for capacity building among staff.
16. Supervise and manage project staff performance, providing probationary performance review and yearly performance appraisals of staff.

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## Coordination and Collaboration

17. Enhance MRCS profile in the project development, in collaboration with related Ministries such as the Ministry of Health and Sports, Ministry of Education as well as Ministry of Social Welfare and Resettlement; Community based organisations and other key community development players.
18. Cooperate closely with IFRC/FRC Country representative and technical advisors on project management including implementation, monitoring, reporting and evaluation.
19. Ensure that the project components and approaches are harmonized and aligned with **National Disaster Risk Management contexts, MRCS Strategic Plan, resilience framework, and plans of action.**
20. Ensure regular collaboration and coordination with organizational development, First Aid and Safety, Disaster Risk Management and supporting departments.
21. Develop and maintain a professional relationship with all MRCS Departments, delegates and technical advisors/consultants working with MRCS.
22. Develop and maintain strategic relationships with the key organisations including government and other organisations in Myanmar and participate in forums and meetings to foster collaboration with relevant organisations and agencies.
23. Represent and promote MRCS at relevant national and regional forums and public events.
- 24. Negotiation and Mobilizing with State/ Regions, Township Red Cross Branches**

## Monitoring, Evaluation and Reporting

25. Regular monitoring of indicator tracking table, and quality of services together with MRCS-PMER.
26. Submit monthly/quarterly/inter-medium and annual narrative report to Director and Country Representative of IFRC/FRC.
27. Ensure timely and accurate preparation and submission of annual and quarterly plans of actions with estimate budget to the IFRC/FRC.
28. Supervise and lead programme monitoring, review and evaluation activities including baseline data collection, review and evaluation.
29. Compile and evaluate reports received from /projects, identify problem areas, document findings of studies and prepare recommendations for implementation of necessary activities, procedures or other changes in the program.

## Skills, Competency and Requirements

- **Must be a Myanmar National**
- University Degree
- Post graduate degree in Social Sciences/ Development Studies is preferable

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- Minimum 5 years work experience in project/programme management with proven competences in planning, implementation, monitoring and reporting and in budget control.
- Experience in the application, implementation and reporting of international donors funded programmes are preferable
- Demonstrated skill in analytical and strategic thinking.
- Experience in facilitation of trainings and workshops is preferable
- Strong skills in written and oral English. Must have good communication skill including interpersonal skill, planning, monitoring, supervising, reporting and self-management
- Effective Computer Skill (MS Office Packages) is preferable
- Experience of working for the Red Cross/Red Crescent is preferable
- Excellent command of English and Myanmar especially in translating, including written, spoken and typing
- Frequently travel project areas, if required

**\*\*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: [mrcshrrecruitment@redcross.org.mm](mailto:mrcshrrecruitment@redcross.org.mm)

For more information and application, please visit to the [www.redcross.org.mm](http://www.redcross.org.mm)

Branch Office:

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

Only short-listed candidates will be contacted for a personal interview.

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