



Career Opportunities

Position Title	: Admin Assistant
No. of Post	: (1) Post
Report to	: Senior Program Support Officer
Department	: Rakhine Operation Management Unit
Duty Station	: Nay Pyi Taw/Yangon
Grade	: C1
Benefits Packages	: Salary + Insurance + Training + Travelling Allowances + Casual Leave + Quarantine Leave + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave
Application Deadline	: 17-May-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: 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 ICRC, MRCS has initiated Branch Capacity Building Development program in Sittwe, Myauk-U, Kyauktaw, Ponnagyun, Minbya, Maungdaw, Buthidaung, and Rathedaung Townships. Recently, Rakhine Operation Management Unit implementing programs in collaboration of multi partners as ICRC,IFRC,Nor-cross,GRC,QRC,...

Purpose of the Position To assist the overall administration and dispatching of the Rakhine Operations Management Unit. The position involves the following tasks under the supervision of Sr. Program Support Officer.

Duties and Responsibilities

1. To assist Director in day - to - day works concerning Rakhine Operations Management Unit.
2. To keep and maintain official document, office orders and WA clearances systematically.
3. To request and prepare for duty travels and meeting for the Director.
4. To follow the rules and regulations policies and guideline of MRCS.
5. Systematic registration of incoming letters.
6. Liaison with other divisions in MRCS and Partner National Society (PNS).
7. Coordination and Cooperation with field staff at Rakhine Operations Management Unit.

Skills, Competencies and Requirements

- Bachelor degree graduated
- 2 years working experience in a similar field

"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"

- Capacity to work independently
- Proven computer skills (MS Work, Excel, MS Office, Power-point)
- Strong interpersonal communication skill
- Willingness to perform assigned tasks and duties
- Red Cross Volunteer is preferred
- Ability to write report with Myanmar Language well

****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.

"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"