



Career Opportunities

Position Title	: Monitoring and Reporting Officer (Seconded Staff)
No. of Post	: (1) Post
Report to	: Country Representative Myanmar (GRC)
Department	: German Red Cross Myanmar Country Office
Project	: Strengthening the resilience of communities and displace population in Rakhine
Duty Station	: Yangon
Grade	: D2
Benefits Packages	: Salary + Insurance + Training + Travelling Allowances + Casual Leave + Quarantine Leave + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave
Application Deadline	: 28-June-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: 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 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 the Position: The **Monitoring and Reporting Officer** is a position that has an employment contract with Myanmar Red Cross Society (MRCS) and is seconded to German Red Cross (GRC) country office in Yangon. The position supports GRC country office on the monitoring and reporting management of the programs/ projects and activities supported by the country office according MRCS, GRC and Donor policies and requirements, according the approved project proposals and logical framework.

"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"

The Monitoring and Reporting Officer supports GRC and Back-Donor monitoring and reporting requirements of ongoing projects, consolidating progress and annual reports in English Language Departments, in particular the Department for Organizational Development (OD), Disaster Management (DM), First Aid and Safety Services (FASS) and Rakhine Operations Management Unit (ROMU).

Duties and Responsibilities

Project monitoring and reporting

1. Support GRC Office Myanmar in elaboration and consolidation of monthly, bimonthly, quarterly and annual progress reports for ongoing MRCS/GRC projects according donor requirements. Ad-hoc reports on specific topics might be requested
2. Coordinate and facilitate support in monitoring and reporting, based in the established PMER Framework standards and guidelines and templates.
3. Provide appropriate guidance and/or advice and/or feedback to the program/project teams in monitoring and reporting according MRCS, GRC and donor requirements.
4. Support regular on-site monitoring and reporting of project activities together with project staff through field visits, technical workshops and forums, joint-implementation (if-required), survey, questionnaires, interviews, and other monitoring tools, as relevant.
5. Prepare power-point presentations, summaries, consolidation diagrams and similar as required according donor requirements.
6. Work together with the GRC Office finance staff (especially finance manager) for appropriate reporting as well as carry out follow-up actions as necessary.
7. Assist the GRC Country Office in identifying and analyzing risks/challenges/issues faced by projects or project teams to ensure appropriate solutions and support as needed.
8. Look for opportunities of synergy and innovation in the existing projects monitoring and reporting standards and provide support together with the respective team/s.
9. Participate in meeting, workshops, forums, working groups, other events as relevant.

Capacity Development

10. Support institutional capacity building of MRCS related to monitoring and reporting.
11. Together with the GRC Country Office supports MRCS emergency response during any future disaster/s by collaborating and assisting the MRCS and collaborating with other partners as required.
12. Participate in meetings, calls related to emergency response as needed.

Skills, Competencies and Requirements

- Must be a Myanmar National
- Age under 50 years old

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- University Degree in Social Science, Public Administration or equivalent professional qualification
- Two year of relevant experiences in related community-based programs including monitoring, reporting and provision of technical support
- Strong report writing and communication skills in English language
- Relevant training in disaster management/ disaster risk reduction and/ or disaster response
- Experience of working for the Red Cross/ Red Crescent
- Ability to coordinate and collaborate with internal (Red Cross) as well as external stakeholders
- Interpersonal and communication skills
- Ability to Manage multiple priorities and to work under pressure with tight deadlines
- Self-supporting in computers (Windows, Office 365)
- Good Communication skills in both Myanmar and 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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