



Myanmar Red Cross Society

Career Opportunities

Position Title	: Planning, Monitoring, Evaluation and Reporting (PMER) Coordinator
No. of Post	: (1) Post
Report to	: Hub Manager
Department	: Rakhine Operations Management Unit
Program	: Community Resilience Program
Duty Station	: Sittwe
Grade	: E-1
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	: (06/10/2021), 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.

Background: 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 IFRC and Partner National Societies, MRCS has initiated Community Resilience Capacity Building Development program, Health Program, Mine Risk Education Program, Emergency Response program in Sittwe, Ponnagyun, Kyauktaw, Mrauk-U, Minbya, Pauk Taw, Maungdaw, Buthidaung and Rathedaung Townships. MRCS is setting up Operation Management Unit. Sittwe Hub Office is undertaking community resilience program in Rakhine State. The program will strengthen Myanmar Red Cross Society (MRCS) capacity to engage

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communities in resilience programming through training and awareness building. The program will also seek to address an observed need of DRR services and lack of awareness surrounding hygiene practices in villages through direct interaction with community members. MRCS is seeking a **PMER Coordinator** to join this team. Program period is initial three months with high possibility of extension as a long-term program.

Purpose of the position: The PMER Coordinator will take responsible to design a relevant planning, monitoring, evaluation and reporting framework for guidelines including the definition of relevant indicators in order to measure the impact, sustainability, effectiveness and efficiency of the programs/projects of Sittwe Hub Office. He/she will ensure to monitor the progress of all activity's implementation are in line with the program goal, objectives and output indicators. This position will be based in Sittwe, as part of the Rakhine Operations Management Unit, and will work under the direct supervision of Hub Manager. He/she will be closely coordinated with Program Coordinators of Sittwe & Minbya Office and PMER Coordinator of MRCS Yangon Office. He/she will be closely supported by the IFRC technical delegates.

Job Duties and Responsibilities

General

1. Provide technical support and assist the program teams of Sittwe Hub Office in planning, monitoring, reporting and data management.
2. Work towards the achievement of the program objectives through effective teamwork within the Sittwe Hub Office.
3. Provide technical support detailed quarterly, monthly plan of action and report in line with the program log frame and indicators.
4. Ensure understanding of the local context, and roles, responsibilities, external relationships, accountabilities and teamwork of MRCS operations in Sittwe Hub Office.

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5. Coordinate and technical support together with the program teams in data collection for baseline, midterm and end line, different assessments and monitoring surveys and using MRCS standard tool (ICABR).
6. Ensure effective management of all project-related data, including timely and accurate survey data entry from paper forms to Excel databases.
7. Provide technical support and capacity development to staffs, RCVs and communities by responding to direct support requests and developing guidance as required
8. Monitor and evaluate overall project progress on achievement of outputs (activities) and outcomes (results) on a regular basis.
9. Conduct regular field assessments, analyze information collected and
 - Make appropriate recommendations for the project teams.
 - Provide feedback to the Hub Manager on project activities.
10. Promote beneficiary feedback mechanisms in project sites.
11. Document Success stories and good practices of the project.
12. Collect project's photos, video clips and other visibility materials and include them in reports.
13. Ensure to claim financial working advance and travel cost for own.
14. Establish and ensure effective working relationships with team members, MRCS counterparts and leadership
15. Establish a PMER network to encourage sharing of experiences and knowledge in PMER.
16. Disseminate MRCS policies, strategies, guidelines and procedures on PMER and monitor adherence.
17. Ensure that program implementation is in line with MRCS strategy, policies and the red cross fundamental principles, prevention of fraud and corruption guidelines and code of conduct.

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Coordination

18. Coordinate with PMER Officer of Minbya office, PMER Coordinator of OMU Yangon Office and IFRC delegates, on a regular basis regarding implementation and technical support.
19. Work in close coordination and cooperation with program teams and supporting teams in Sittwe and Minbya office, actively share information and resources.
20. Coordinate through Hub Manager with team members of H.Q operations management unit and technical department as necessary.
21. Coordinate closely with key stakeholders of target villages, Township red cross branch, local authorities, township disaster management committee (TDMC) and other related NGO/INGO, CSO.
22. Develop and make use of contacts with red cross partners, government agencies and NGO/INGO, CSO.
23. Translate official documents from Myanmar local languages to English language as may be required; and provide translation support for meetings, workshops etc.
24. Carry out any other tasks assigned by the Hub Manager.

Reporting

25. Collect and analyze Monthly, quarterly and annual report of all programs and submit to Hub Manager before the agree deadlines.
26. Assist the Hub Manager, with the support of delegates, in compiling monthly and quarterly progress reports and final reports according to deadlines.
27. Maintain all hard and soft copy files of the data and information.
28. Provide update data and information of program activities and regular submit to Hub Manager.

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Skills, Competencies and Requirements

- University Graduate.
- Minimum two years of experience in working with social/ NGO/ INGO environment and relevant field
- Experiences of Planning, Monitoring, Evaluation and Reporting in community development programs.
- Experience of good reporting writing with English language in working with and coordinating with international and national partners
- Experience of working with communities in conflicts/disasters
- **Permission order on resignation from respective line department/military is to be attached if the applicant has ever served in a government department/military**
- Excellent computer (Microsoft package) and data management skills
- Good knowledge of Rakhine local context and situation of conflicts/disaster
- Knowledge on community-based development programming and/or emergency response
- Ability to manage and prioritize multiple tasks, takes initiative, work well in a team and live-in stressful situations
- Ability to work effectively with the different ethnic communities in the state and international staffs.
- Flexibility under pressure and in response to changing needs
- Good interpersonal skills, Professional Ethics and ability to operate in a complex emergency environment
- Equity, vulnerability, and effectiveness and efficiency in the use of resources
- Should have strong facilitation, communication, coordination and cooperation.
- Ability to travel project site, camp and village

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- Ability to follow Red Cross (7) fundamental principles, MRCS policy, strategies and guidelines
- Interest in learning about the Red Cross/Red Crescent Movement
- Shall be free from party politics
- Advanced/Intermediate level of English and Myanmar especially in translating, including written, spoken and typing.
- Local Language will be more preferable

****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

Bawdi street, Kaypyin Gyi quarter,

Sittwe Township, Rakhine State.

(or) Email: mrcshrsittwe@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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