



Career Opportunities

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| Position Title | : Programme Assistant |
| No. of Post | : (1) Post |
| Report to | : Senior Programme Officer and Programme Manager |
| Department | : Health Department |
| Program Name | : Community Based Programme for Malaria Prevention |
| Duty Station | : Taunggyi |
| Grade | : C1 |
| Benefits Packages | : Salary + Insurance + Training + Travelling Allowances + Casual Leave + Quarantine Leave + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave |
| Application Deadline | : (14/12/2021), 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, Training and Development Opportunities, Promotion and Management Development.

Programme Background: Myanmar Red Cross Society has been implementing "Community Based Programme for Malaria Prevention" which has been funded by UNOPS/GF since 2011. This programme had been implemented in 1000 project villages of 11 project townships in 2016-2017 and in 800 project villages of 15 project townships in 2018-2020. In 2021-2023, the programme will be implemented in 250 villages of 5 project townships with the support of UNOPS/GF RAI3E Grant. The main programme activities will be Integrated Community Malaria Volunteer (ICMV) trainings, Community Malaria Case Management through ICMVs, Continuous LLINs distribution, Health

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Education Sessions etc. This programme has been closely coordinated and collaborated with National Malaria Control Programme (NMCP), State VBDC team, State Health Department, respective Township Health Departments and other stake holders at Central, State and Townships level in implementing its programme activities throughout the previous project years and will continue to do so. The programme has also been contributing to achieve the Goal of National Plan for Malaria Elimination in Myanmar (2016-2030).

Purpose of the Position: Under the supervision of PM/Sr.PO, programme assistant is mainly responsible for overall management of project townships, participate in any work as necessary at State Project Office and closely assist PM/Sr.PO in programme planning, management and implementation by following the framework of the MRCS policies and procedures and in accordance with the fundamental principles of the Red Cross Movements.

Duties and Responsibilities

1. Responsible for collecting and combination of weekly and monthly programme report from township and state level staffs.
2. Review various programme related report as per set guideline by Sr.PO/PM and submit summarized review report to supervisors.
3. Communicate with project township staffs regarding planning, implementation and reporting of programme activities.
4. Responsible for thoroughly checking of field staffs activities of assigned townships on daily basis by reviewing of daily report whether the activities are correctly and really done or not by field staffs as per their JD, approved work plan, instructed guidelines and occasional instructions from the supervisors.
5. Responsible for overall assigned township management whenever necessary or as instructed by PM.
6. Responsible for collecting, combining and thorough checking of quarterly and monthly work plan of township staffs and state level staff and submit in time to supervisors.

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7. Responsible for thoroughly checking of trip plan of township field staffs whether it is complete or not as per instructed guideline, make sure trip plan are submitted in time and give necessary feedback accordingly.
8. Assist the supervisors in organizing of all the meeting, trainings occasionally held at State and record complete meeting minutes and submit to Sr.PO/PM.
9. Assist and support assistant programme officers mainly in their township management as instructed by PM/Sr.PO.
10. Responsible for record keeping and systematic filing of programme related reports/original documents/meeting minutes.
11. Participate in logistic and supply management of various kinds of stock at state and township project offices as required.
12. Responsible for checking of monthly WA request submitted by townships whether it is aligned or not with monthly activity work plan of the townships.
13. Responsible for reporting of any urgent/important information to Sr.PO/PM in time and submit monthly report to Senior Programme Officer/PM.
14. Communicate with PR/UNOPS, State Health Department, State Red Cross Supervisory Committee and other stake holders as per instruction from supervisors.
15. Occasional travel to project townships as routine monitoring and supportive supervision whenever instructed by supervisors.
16. Can work outside the office hours, on weekends and whenever required.
17. Perform any other duties as assigned by Senior Programme Officer and Programme Manager.

Skills, Competencies and Requirements

- **Must be a Myanmar National**
- Must be University degree holder
- Must have minimum two years experienced with similar position or any other related posts in NGOs/INGOs/MRCS
- Experience or knowledge in programme management, implementation and reporting

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- Well Developed computer skills with demonstrated competence in Excel, Word and Power point
- Be obedient, trustworthy and good interpersonal communication, cooperation and coordination skills
- Able to work well in a team and live in stressful situations
- Commitment to learn, open to change and willing to try new things
- Can ride the motorcycle and must have valid driving license
- Able to travel to project sites frequently with short notice
- Understanding of Red Cross Movement and willingness to actively promote Red Cross fundamental principles

****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**

Programme Office:

**Myanmar Red Cross Society
No. 121/2, Zay Pine ward,
Khwar Nyo Street Shan State, Taunggyi**

(or)

Email: mrcshr.tgi2020@gmail.com

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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