



Myanmar Red Cross Society

HR-HQ VA No. 071 – Field Officer



Myanmar Red Cross Society (MRCS) is volunteer based humanitarian organization throughout the whole country acting with and for the most vulnerable at all times.

Field Officer

- No. of Post : 1 Post
- Report to : Field Manager
- Department : Health Department
- Project/Program : Community Based Health and Resilience Project
- Duty Station : Loilen
- Grade : D-1
- Benefits : Salary +Accommodation Allowance+ Insurance + Training + Travelling Allowances + Casual Leave +Quarantine Leave + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave

Application Deadline : 26-May-2022, 16:30

Background of Project

The **Community Based Health and Resilience Project** is based on MRCS Strategic Plan 2016-2020 which in turn, is aligned with the Strategy 2020 of the International Federation of Red Cross and Red Crescent Societies (IFRC). The goal of the program is to reduce mortality and morbidity related to priority communicable diseases and the impact of public health emergencies and disasters, and promotes health and sanitation by improving the capacity of communities and Red Cross branches. MRCS continued to engage several community-based programmes with the support of IFRC since 2014. All of the interventions undertaken in 2014 were aimed at improving the resilience of vulnerable communities towards current risks (health risks and future disasters). Main interventions included disaster risk reduction (DRR) efforts aimed at high-risk rural and urban communities, as well as school children, CBHFA for communities and water and sanitation (WatSan) efforts in identified areas with needs.

Purpose of the Position

Within the frame work of the MRCS policies and procedures and in accordance with the fundamental principles of the Red Cross Movement, CBHR **Field Officer** will assist the Field Manager and coordination with local authority, rural health centres, and the targeted communities in all aspects of planning, management and implementation of CBHR Program.

"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"

Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality

MRCS-NRC/Field Officer for Loilen/Community Based Health and Resilience Project/Health Department (12/5/2022)



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Duties and Responsibilities

Planning and Budgeting

1. Act as the main contact between Field Manager and the targeted communities to maintain the day-to-day management and administration of the programme according to approved project documentation including programme description and annual implementation plan and budget.
2. Participate in baseline data collection, training needs assessments and preparation of training plans and materials to be used by the programme as well as other MRCS projects.

Implementation

3. Closely collaborate with the primary target group, local authorities (community leaders and chiefs) and township authorities in programme implementation to ensure the achievement of the programme objectives and outputs.
4. Closely coordination with the Admin/HR/Logistics Officer, M&E Officer, WASH Officer and Finance Officer for the day-to-day management of project implementation.
5. Conduct regular and frequent monitoring and supervisory visits to the programme sites, ensure use of available standardised reporting system and participate in periodic reviews and evaluations (internal as well as external).
6. Share knowledge and information to create an enabling environment for capacity building among staff and volunteers involved in programme implementation.

Reporting

7. Provide direction and guidance to the Field Supervisors in relation to the preparation of quarterly/annual activity-based budgets, Data collected, monthly narrative and financial reports, as well as other possible reports.

Others

8. Provide input to the training of Township Assistant Admin/Finance Officer, Data Assistant and Field Supervisor according to plans.
9. Maintain good relations and foster cooperation with the MRCS and Red Cross partner organisations, government, donor agencies, NGOs and other organisations in Myanmar in a manner appropriate to the Field Officer's functions.

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10. Perform any other duties and responsibilities as may be assigned by the Branch Field Manager and township branch CBHR Supervisory Committee.

Skills, Competencies and Requirements

- Must be University graduated.
- Minimum 2 years of Health and Disaster Risk Reduction related field experiences
- Well-developed computer skills, with demonstrated competence in Excel, Word and Power point (English and Myanmar)
- Strong skill in numerical recording, data maintenance
- Strong interpersonal and communication skills
- Well organized, efficient, with excellent attention to detail and ability to meet deadlines
- Ability to manage and priorities multiple tasks, take initiative and problem solve
- Able to work well in a team and live in stressful situations
- Ability to travel anywhere at short notice
- Ability to operate motorbike safely and must have driving license
- Local language (Pa-O and Shan) is preferable
- Fluent in Myanmar and English language.

****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 (or)

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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