



Myanmar Red Cross Society

HR- Field VA No.005 – Field Officer



Myanmar Red Cross Society (MRCS) is a 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 : Sr. Program Coordinator
Department : Rakhine Operations Management Unit
Project/Program : Community Resilience Program
Duty Station : Minbya
Grade : D-1
Benefits : Salary + Staff House + Hardship Allowance + Insurance + Training + Communication charges + Travelling Allowances + Home Return Leave/ Annual Leave + Casual Leave + Quarantine Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave

Application Deadline : 25.05.2022

Myanmar Red Cross Society (MRCS) is a 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.

(Brief Intro About Department or Program/Project)

In 2017, MRCS is increasing its engagement in Rakhine State through immediate, medium, and long-term support to people affected by communal violence. MRCS is setting up an operation Management Unit. Sittwe, Minbya, Myaebon, and Pauk Taw Townships areas are under the management of the Sittwe hub office. MRCS in collaboration with IFRC is planning on implementing a BRC-funded program in central Rakhine State. The Project seeks to contribute

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to the increase of overall resilience of communities both directly and indirectly affected by communal violence. The project will target two townships in central Rakhine state, namely Sittwe and Minbya Townships. The project will strengthen the Myanmar Red Cross Society (MRCS), capacity to engage communities in resilience programming through training and awareness building. The project will also seek to address an observed lack of awareness surrounding hygiene practices in villages through direct interaction with community members. MRCS is seeking (1) field officer to join this team. The program period is an initial three months and a high possibility of extension as a long-term program.

Purpose of the Position

The field officer will be responsible for the field implementation of the community resilience program supported by IFRC. The program is including Livelihood, WASH, Health, DRR, and Branch Development sectors. The field officer will contribute to ensuring that all activities are implemented in line with the project goal, objectives, and output indicators. The field officer will be based in Minbya, as part of the Rakhine Operations Management Unit, and will work under the direct supervision of the Program Coordinator. He/She will closely coordinate with local authorities, the Red Cross Volunteers, Sittwe and Minbya Township Red Cross Branches, Partners, and community-based organizations. The Field officer will be closely supported by the IFRC Livelihood and Health Delegates (based in Sittwe), who will provide technical and operational guidance.

Duties and Responsibilities

Project Implementation

1. To ensure MRCS policies and guidelines and properly followed.
2. Participate in data collection for baseline, mid-term, and end-line, different assessments and monitoring surveys, and using the MRCS standard tool (ICABR)

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3. Contribute to participatory assessments and planning with communities to agree on activity options and targeting criteria.
4. Implement activities in communities in line with the resilience program log-frame and plan of action, including:
 - The Vulnerability Capacity Assessment and community Plan of Action Establishment and training of community resilience committees
 - Basic First Aid and Community Based First Aid (CBFA) training
 - Red Cross awareness and dissemination sessions
 - Livelihoods programming
 - Participatory Hygiene and Sanitation Transformation (PHAST) method in the community
 - Awareness raising sessions with community members on Eg. Hygiene and sanitation, epidemic control, and disaster preparedness.
 - Procurement process with the involvement of beneficiaries as much as possible, where relevant
 - Delivery of in-kind or cash inputs: of cash-for-work projects
 - WASH & DRR related activities based on community plan of action
 - Monitoring of activities and community acceptance
 - Coaching beneficiaries during the establishment and development of the program activities
5. Provide technical guidance to township branch volunteers to support the field implementation.
6. Select community members to act as project mobilizers in locations where Red Cross volunteers will not be working.

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7. Contribute to the preparation of detailed community plans and budgets (water and sanitation, livelihoods, health, and DRR) for the resilience Program under the guidance of the Project Coordinator and other technical staff.
8. Supervise the community mobilizers and household volunteers of targeted villages whose are implement the program activities such as community mobilization, awareness sessions, and health education.
9. Provide the meeting with the village committee, working groups, and related stakeholders a monthly basis.
10. Ensure the community mobilization to the program activities focused on community empowerment, engagement, and accountability until sustainability.
11. Encourage the community feedback mechanisms on the program in targeted villages.
12. Take responsibility for the overall implementation plan and scheduling and workshops, and ensure community participation in all phases of program planning and implementation as per MRCS minimum standards for community engagement and accountability.
13. Ensure that program implementation is in line with MRCS strategy, policies, and the Red Cross fundamental principles, prevention of fraud and corruption guidelines, staff regulations, and code of conduct.

Monitoring and Reporting

14. To monitors the progress of program activities and ensure timely implementation of project activities in line with project log frame and plan of action.
15. Collect the updated data of village profile and working groups such as school and household latrines, women group, volunteer network group fund, village emergency fund, etc in targeted villages a regular basis.

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16. Submit the filed visit report including progress/challenges of program activities in targeted villages.
17. Prepare monthly progress reports/situation reports and submit to the Program Coordinator before the agreed deadlines.
18. Prepare cash forecast based on the plan of action and submit to Program Coordinator before agreed deadlines.
19. Maintain all hard and soft copy files of the program.
20. Conduct field visits, and monitor project progress.

Financial Management

21. Prepare quarterly basis cash forecast based on budget and plan of action and send to program coordinator before agreed deadlines.
22. Prepare financial settlement in line with MRCS financial regulation and get approval for the financial expenditure used by field office
23. Follow the MRCS financial guideline

Coordination and Cooperation

24. Collaborate and coordinate with ICRC Eco-Sec, Wash Team and Health Staff based in Rakhine State to share experiences and standardize tools and approaches.
25. Coordinate with other members of the multi-disciplinary team surrounding field and office.
26. Ensure the overall smooth functioning and integration of the various activities in the program.
27. Deal and negotiate with local authorities as needed.
28. Deal with community volunteers in order to ensure program activity smoothly and systematically.

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29. Supervise community mobilizer and household volunteer at the village level with regard to the proper performance of their duties.
30. Lead the village level meeting actively.
31. Carry out any other tasks assigned by the Hub Manager or Program Coordinator.

Skills, Competencies, and Requirements

- **University Degree**
- Minimum 1 year of working experience in community-based project/program management with NGOs or relevant government departments/Environment
- Background in community mobilization, participatory approaches, facilitation and training
- Experience in working with communities in conflicts/disasters
- Experience of Disaster Risk Reduction and Disaster response and recovery field
- Experience of working with cash-based interventions would be advantageous
- Experience of contributing to conception, preparation, management, supervision, and evaluation of multi-sectoral, community-based programs aimed at increasing resilience
- Experience of working in Rakhine would be advantageous
- Good knowledge of livelihood, WASH, and DRR process
- Good knowledge of Rakhine local context and situation of conflicts/disaster
- Skilling the community mobilization would be more appropriate
- Computer literacy (Word, Excel, PowerPoint) in both Myanmar and English and data management skills
- Good interpersonal communication and facilitation skills in team and community
- Good coordination and cooperation with stakeholders
- Ability to manage and prioritize multiple tasks, takes initiative, work well in a team and live in stressful situations
- Good physical and mental healthy

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- Ability to harmonize team members and build the team spirit
- Flexibility and support to emergency intervention as required
- Ability to travel frequently to program sites
- Ability to work effectively with the different ethnic communities religious and other groups in the state and international staff.
- Ability to follow Red Cross (7) fundamental principles, MRCS policy, strategies, guidelines, staff regulations, and code of conduct
- Interest in learning about the Red Cross/Red Crescent Movement
- Shall be free from party politics
- Strong interpersonal and communication skills including excellent oral and written English language skills

****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: mrcshrmaungdaw@redcross.org.mm

For more information and application, please visit the www.redcross.org.mm

Only short-listed candidates will be contacted for a personal interview.

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