



Myanmar Red Cross Society

HR-HQ VA No. 072 – Program Coordinator



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

Program Coordinator

No. of Post	: 1 Post
Report to	: Programme Manager
Project/Program	: Food Distribution Activity at Southern Shan State
Department	: Disaster Management Department
Duty Station	: Nay Pyi Taw/Yangon
Grade	: E-2
Benefits	: Salary + Insurance + Training + Travelling Allowances + Casual Leave + Quarantine Leave + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave

Application Deadline : 17-May-2022, 16:30

Background of Department

Myanmar Red Cross Society and World Food Programme collaborated in **Food Distribution Program** since 2021 for the affected population in Yangon and Mandalay region. The program has distributed (241,187) households which is covered by (925,829) beneficiary population who are affected by Covid-19 pandemic and civil unrest situation. Partnerships are both fundraising and technical in nature, with some bringing purely financial resources to the organization, whereas other bringing in-kind support, in the form of expertise and assets.

Purpose of the Position

The '**Program Coordinator**' (Hereafter will use the coordinator) under the direct supervision of 'Deputy Director-DRR' (DM) Department and in close coordination with WFP (World Food Programme), will be responsible to design, implementation and monitoring of Food Distribution activities for effective and efficient for the project. The **Program Coordinator** will be a highly motivated, proactive, and creative individual, who is able to work both independently as a team member in the field, Red Cross Volunteers and budget management and under supervision as well as showing flexibility in meeting the various tasks required by this position.

"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-WFP/Program Coordinator for NayPyiTaw/Yangon/Food Distribution Activity at Southern Shan State Program/Disaster Management

Department (11/5/2022)



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Duties and Responsibilities

Program Coordinator will be the supervisor of a cross functional staffs and skilled volunteers focused on integrating food distribution into emergency response and recovery. This person will report to the Programme Manager. This position is contracted for an initial period of six month with possible extension.

He/She will draw upon human/technical resources across departments in National Head Quarter as per needs. He/She will be assigned to engage with external networks and actors as required. He/She will be supported with technical support to discharge all entrusted responsibilities effectively.

Programme Management

The Program Coordinator's responsibilities may include but are not limited to:

1. Provide high quality technical support to project's field team in designing and implementing key food distribution activities in the targeted communities such as: Preparing the Plans of Action and Budget for the activities
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 - b. Facilitate the related staffs and RCVs for the distribution process
 - c. Carry out regular field monitoring and supervision activities in order to ensure quality, coherence and effectiveness of project activities
2. Support in the activities around planning and quarterly reviews by scheduling meetings, collecting information, reviewing templates, collecting feedback and streamlining information received.
3. Ensure the safety and security of field teams and Red Cross Volunteers by making up-to-date risk management plan

Financial Management

4. Develop Project's Work Plans, budget, under the supervision of Deputy Director (DM)
5. Have to work in line with MRCS System and staff duty for financial management system. He/she will have to coordinate with Finance Officer (under Finance Department) for the effective financial management.

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Networking and Advocacy

6. To engage with national and international networks, Stakeholders, and local authorities towards enhancing quality and innovation within Myanmar Red Cross's disaster responses.

Coordinating Cash based Disaster Response

7. To proactively support implementing departments in speedy response
8. To mobilize human and technical resources such as branch officials, local CSOs, local authorities, as required for effective response.
9. To oversee adherence to guidelines in implementation and advice amendments where required in consultation with MRCS Senior Leadership.
10. To Coordinate the writing of the program reports (Myanmar and English versions) for all key activities (initial assessment, advocacy meetings, Quarterly meetings, etc.) to share with MRCS and partners
11. To establish M&E System for food distribution and ensure its upkeep in coordination with PMER Unit
12. To facilitate commissioning of independent studies or evaluation – possibly together with partners - as determined necessary by the project.

Reporting

13. Submit update information, monthly and quarterly reports in timely manner to the Deputy Director
14. Document the programme implementation process so to contribute to good reporting
15. Review all relevant documents of the project (reports, concept notes, presentations, tools, guidelines, etc.) before submission for validation to Deputy Director
16. Produce periodic updates and the reports as per agreed PMER cycle.
17. Support for conducting participatory lesson learned, monitoring and evaluation activities in the field

Other Related Duties

18. Support the Deputy Director-Disaster Management to organize coordination meetings at different level.

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19. Work towards the achievement of overall goals of MRCS through effective managerial and lateral relations and teamwork
20. Ensure understanding of roles, responsibilities, lateral relationships and accountabilities
21. Understand and practice the Principles of the Red Cross & Red Crescent Movement.

Skills, Competencies and Requirements

- **Must be University graduated.**
- Preferably with at least one (1) year professional working experience in community-based projects/program in disaster management, health, organizational development or any related field
- Experience in coordinating youth programs/ activities is a plus
- Should have good communication and coordination skills with internal and external partners
- Good organization and strong interpersonal relationship and good reporting skill
- Must have strong coordination, negotiation and collaboration
- Effective Computer skill (MS Office package)
- Ability to travel anywhere at short notice
- Ability to work well in a team and dealt with stressful situation
- Excellent command of English and Myanmar especially in translating, including written, spoken and typing.

****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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