



Myanmar Red Cross Society

HR-HQ VA No. 034.2- Program Manager



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 Manager

No. of Post	: 1 Post
Report to	: Deputy Director
Department	: Rakhine Operations Management Unit
Duty Station	: Nay Pyi Taw/ Yangon
Grade	: F-2
Benefits	: Salary + Insurance + Training + Travelling Allowances + Casual Leave + Quarantine Leave + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave

Application Deadline : 28-May-2022, 16:30

Background of Department

In 2017, MRCS is increasing its engagement in Rakhine state through immediate, medium and long-term support to people affected by communal violence. With the support of IFRC, ICRC, MRCS has initiated Rakhine Operations Management Unit Program in Sittwe, Mrauk-U, Kyauktaw, Ponnagyun, Minbya, Maungdaw, Buthidaung, and Rathedaung Townships.

Purpose of the Position

The **Program Manager** will ensure all activities are implemented in line with the project goal, objectives and output indicators. The **Program Manager** will be based in Yangon and will work under the direct supervision of Deputy Director.

Duties and Responsibilities

Program Implementation

1. Assist to Deputy Director in implementation activities of Rakhine Operations Management and branch capacity building development activities and to assist in preparation of budget, work plan, procurement plan, and working advance.
2. Frequently visit to field based on requirements and perform monitoring and evaluation aspect.
3. Initiate to open Palatwa Branch Office and supervise the relief items distribution in Palatwa warehouse.
4. Coordinate and cooperate with Palatwa Township Red Cross Brigade Officer to implement the Branch Development activities and to strengthen the Red Cross activities at Chin State.

"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

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5. Support to field office in programmatic matters and administrative matters.
6. Combine field office reports and submit to Deputy Director and follow up for internal dispatches and manage program support team.
7. Continuous monitoring on working advance, cash transfer, expenditure, budget utilization.
8. Carry out any other tasks assigned by Deputy Director.

Coordination and Cooperation

9. Coordinate with technical departments, other humanitarian organizations in the implementation of all planned activities.
10. Establish a close working relationship and share information with partners Others and manage information flow between field and headquarter team.
11. Attend in coordination meetings with partners, CBOs to ensure that the MRCS project is well coordinated, following agreed standards, and not duplicating other support.
12. Undertake field trips with counterparts and stakeholders in order to monitor and assess the progress of activities.
13. Provide MRCS and partners with all relevant data and information to allow timely narrative report.

Financial Management

14. Manage the programme budget in line with financial guidelines and procedures.
15. Manage expenses, cash transfer prepares and submit working advance requests and financial reports in timely manner.
16. Prepare annual and quarterly budget together with detail break down.
17. Monitor budget and expenditure as well as utilization and variance.
18. Submit monthly liquidation report to Deputy Director in timely manner.

Staff Management

19. Manage team to work with team spirit.
20. Job satisfaction through creating friendly and trust worthy atmosphere.
21. Encourage staff to perform at their best to have high quality of work done.
22. Monitor staff and provide technical support to them.
23. Disseminate Red Cross Movement Standard Operation Procedures (SOP) and Plan of actions to all staff member and provide necessary job-related knowledge.

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24. Ensure all newly recruited staff completed MRCS and operation induction courses/ sessions in time and to ensure that staffs are aware of MRCS policies and procedures and application of those policies and procedures.
25. Participates in the evaluation of personnel's performance in line with Performance Appraisal Guidelines.
26. Prepare staff job descriptions in detail manner, and participate in recruitment of the operation staff.

Safety and Security

27. Endure effective data management (hard and soft copy files) for all projects in office confidentially.
28. Continuously monitor security situation at local level and report to Dy Director in urgent manner if needed.

Skills, Competencies and Requirements

- **Must be University graduated**
- Master Degree in Social Science is preferred.
- Minimum 3 years experiences in emergencies management and community-based programs
- Experience on managing finances, budgets and program planning will be advantageous
- Well experience in managing staff
- Knowledge of experience in working/ coordinating with international and national partner organizations
- Should have strong facilitation, communication and coordination skills
- Self-supporting in computers (Windows, Spreadsheets, Word processing)
- Good negotiation skill
- Willingness to perform assigned tasks and duties in tight deadline
- Experience in working with NGOs and/or other international agencies
- Complete fluency in written and spoken English, Myanmar and possibly different states languages

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****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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