



Myanmar Red Cross Society

HR-HQ VA No. 112 – Assistant Field Supervisor



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

Assistant Field Supervisor

No. of Post	: 2 Posts
Report to	: Project Coordinator
Department	: Restoring Family Links Department
Project/Program	: Humanitarian and Protection Assistance for IDPs and Refugee Returnees in Southeast Region Project
Duty Station	: Hpa-an
Grade	: C-1
Benefits	: Salary + Insurance + Training + Travelling Allowances + Casual Leave + Quarantine Leave + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave
Application Deadline	: 24-August-2022, 16:30

Background of Project

The **Humanitarian and Protection Assistance for IDPs and Refugee Returnees in Southeast Region Project** targets areas with high numbers of Internally Displaced Persons (IDPs) affected by conflict, as well as potential refugee returnees from Thailand. To date, the project has mainly focused on assisting communities affected by displacement in terms of basic needs and essential services by constructing Rural Health Sub Centers (RHSC), primary schools, and latrines and providing health education and WASH training at primary schools as well as in villages hosting Persons of Concern (PoC). In Kayin, Mon states, and Tanintharyi Region, 93 Primary schools, 79 RHSC, and 212 double unit latrines have been constructed and targets achieved.

In 2017, the main project interventions included strengthening and expanding community mobilization, providing services for persons with special needs such as landmine survivors and Extremely Vulnerable Individual (EVI) cases, and providing Basic Life Skills as well as First Aid training to community volunteers. The project seeks to improve access to basic education and primary health care services, thereby ensuring safer, healthier, and more resilient communities. The project mainly focuses on community-based reintegration and support to persons with specific needs in areas

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affected by displacement in Mon, Kayin States, and Tanintharyi Region as well as Yangon and Bago. To strengthen the capacity of Community Based Organizations, a management and leadership skills project has been developed that establishes village project supervisory committees and conducts training appropriate to community needs. The project seeks to develop community ownership around WASH, (sanitation and disease prevention in particular), by providing latrine plastic pans and pipes for each project village. Priority is given to Internally Displaced Persons (IDPs), returnees, and needy households in the communities.

In 2018, following the announcement of the cessation of refugee status for Chin refugees, it is anticipated that some Chin refugees residing in India and other countries of asylum may return from 2018 through 2019. Before deciding to return, refugees should have the necessary information about Chin State through benchmark assessments. Upon return, the refugees will be provided with a minimum reintegration package and further information concerning social services.

Since 2019, MRCS supports assessment for returnees related to protection aspects, monitoring for returned people, and capacity-building training for the villagers, including the returnees and host community. The project service also includes community-initiated livelihood assistance small projects that help peaceful coexistence among the displaced, returnees, and host society. In 2020, the project supports its persons of concern with birth certificate issuance. In late 2021, the project started to provide humanitarian assistance to internally displaced people.

Purpose of the Position

The **Assistant Field Supervisor** is responsible for field activities as needed under the guidance of the Project Coordinator, **Assistance Field Supervisor** will have overall responsibility for the delivery of outputs, including designing, monitoring, conducting, overseeing project activities, reporting, etc. He/she will assist and work closely with the Field Supervisor to ensure smooth field operations and implementation of activities according to the plan of the Southeast Project. This position will work with relevant community stakeholders, project staff members, and the Project Coordinator to ensure the quality achievement of the project's goals and objectives focusing on community development.

Duties and Responsibilities

1. Assist to design and develop action/ capacity building plan/ training curriculums and materials to strengthen the capacity of the local community and related stakeholders.
2. Attending monthly office meetings between Project Coordinator and field staff members, and sharing information with respective township team members.

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3. To prepare personal monthly activity work plan, trip plan, activity reports, and financial clearance together with relevant documents in a timely manner.
4. Assist all project activities that are directly or indirectly related to the achievement of the project's objectives.
5. Identifying community issues, needs, and problems, and follow up on those, trying to identify sustainable solutions and support their implementation activities.
6. Facilitate community meetings, and training and support the community to conduct regular meetings on their own.
7. Design and support for effective training evaluation system and support for follow-up action of the project activities.
8. Conduct community and protection related assessments data collection and keep accurate data record, and provide data validation support to Planning, Monitoring, Evaluation and Reporting Officer and Program Support Assistant as necessary.
9. Provide activity data updates to the Program Support Assistant, and support the appropriate management of project documentation. Also provide data and case stories to the Planning, Monitoring, Evaluation and Reporting Officer as necessary.
10. Establishes respectful relationships with local leaders the authorities and the community of the assigned villages.
11. Provides project orientation to communities and facilitates the establishment of Village Project Supervisory Team (VPST) and CBOs.
12. Participate in all project action-reflection, capacity building, and mentoring initiatives.
13. Facilitate the community to define appropriate processes for project implementation and capacity building.
14. Ensure the community is involved in all stages of monitoring and evaluation which feed into learning and planning.
15. Enhance community capacity through mentoring, coaching, and facilitation that enables the community groups to take a direct implementation role in their community.
16. Follow up and monitor project activities and outputs to ensure accountability and achievement of outcomes.
17. Actively support supervisor in project planning, implementation, monitoring, and reporting process relevant to assigned area.
18. Perform any other duties when assigned by the Supervisor and the Project Coordinator.

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Skills, Competencies and Requirements

- **Must be University graduated**
- Any diploma related to sustainable community development
- At least one year of working experience related to the Community development field, community facilitation, and training facilitation
- Must have respect in local traditional customs
- Computer literacy in Microsoft (especially, MS Excel, MS Word, and Power Point)
- Demonstrated the Good interpersonal skills, communication skills, problem-solving skills, self-motivation skills, Presentation skills and CBO management
- Ability to travel in remote project assigned area at short notice
- Ability to be flexible and work under stress with tight deadlines and multitasking.
- Interest in humanitarian and community development activity
- Understanding of commitment to and willingness to actively promote the Red Cross and Red Crescent Fundamental Principles
- Proficient in the local Karen language
- Basic 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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