



Myanmar Red Cross Society

HR-HQ VA No. 109 – Project Support Assistant



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

Project Support Assistant

No. of Post	: 1 Post
Report to	: Project Support Officer
Department	: Secretary-General Office/Complex Emergency Operation
Project/Program	: Complex Emergency Operation
Duty Station	: Nay Pyi Taw/Yangon
Grade	: C-1
Benefits	: Salary + Insurance + Training + Travelling Allowances + Casual Leave + Quarantine Leave + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave

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

Background of Project

MRCS is currently responding the **Complex Emergency Operation** across Myanmar funded by Movement and Corporate partners. Affected people are assisted by providing humanitarian support and MRCS branches are also strengthened. The project will be implemented up to March 2023.

Purpose of the Position

The **Project Support Assistant** will participate in the implementation of MRCS Myanmar complex emergency operation to fully achieve the targeted activities and project outputs. The **Project Support Assistant** will assist Project Support Officer/Program Coordinator by coordination and collaboration with related departments of MRCS, IFRC/ICRC/PNS, other Movement Partners and the relevant governmental departments in carrying out the responsibilities.

Duties and Responsibilities

Program Support

1. Assist Project Support Officer/Program Coordinator by assisting a day-to-day administrative, financial and Logistic activity in line with the MRCS procedures.

"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-IFRC/Project Support Assistant for NayPyiTaw/Yangon/Complex Emergency Operation/SG Office/Complex Emergency Operation

(10/8/2022)



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2. Keep all records and documents of the Operation Unit such as administrative documents like programme agreement, movement orders, staff leave, attendance and duty list, in line with Operation Unit's filing system.
3. Keep reports and documents on a regular basis such as reports, meeting notes, activity plans, working advance, reference materials etc.
4. Communicate between HQ, States and Regions, Districts and Branches to request data and information sharing and making ensure information. Planned deadlines are clearly followed.
5. Support PC/PSO to coordinate with other departments and project officer of different regions of Complex Emergency Operation as needed.
6. Assist PSO in providing logistics and financial requirement for the event such as trainings, workshops and meetings.
7. All other complementary tasks which will be defined by the program responsible person.

Financial

8. Support PSO by the preparation of financial claims, working advances and financial clearance.
9. Assist in preparing monthly, quarterly, and annual plan, budget and reporting.

Fixed Assets and Logistics

10. Assist regular maintenance, and updating records, of program assets (register) such as copying machines, fax machines, printer air con etc.
11. Support logistic services and requisition of office running items including the procurement of office materials, stationery and IECs materials.

Skills, Competencies and Requirements

- **Under Graduate University degree is more relevant**
- Minimum one year's experience in administration or related area
- Knowledge of financial and accounting skills
- Proven computer skills (MS word, Excel, Page Maker, Power Point) in both Myanmar and English language
- Strong Interpersonal communication skill
- Ability to travel frequently to programme sites
- Ability and willingness to perform assigned tasks and duties under time pressure

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- Understanding of and commitment to and willingness to actively promote, the Red Cross Red Crescent Fundamental Principles.
- Experience as a Red Cross volunteer
- Very good interpersonal, communication and negotiation skill
- 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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