



Myanmar Red Cross Society

HR-HQ VA No. 048.3 – Senior Branch Development Officer



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

Senior Branch Development Officer

No. of Post	: 1 Post
Report to	: Deputy Director
Department	: Organizational Development Department
Project/Program	: Branch Development Programme
Duty Station	: NayPyiTaw/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 : Until Candidate Identified

Background of Program

The Branch Development Programme is to support MRCS Organizational Development Department in the development of well function Branches in order to enhance Branch’s capacity to improve the situation of the most vulnerable. Primarily, the branch development office shall coordinate, support and monitor the implementation of the MRCS strategic plan with special emphasis on the MRCS and ICRC’s Branch Development and Capacity Building Program.

Purpose of the Position

The Senior Branch Development Officer is the person in charge of following up this action plan, planning the activities, coordinating with the different stakeholders (branch, RCEC, HQ other departments) so as to implement them accordingly and reporting monthly the activities achieved.

Duties and Responsibilities

Organizational Development

1. Act at Facilitator to organize Branch Organizational Capacity Assessment (BOCA) at branches to undertake regular assessment of its strengths and weaknesses at Branches with Branch Organizational Capacity Assessment (BOCA) tool.

Branch Development

2. Involve in developing branch development package based on MRCS branch development model.

"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-ICRC/Senior Branch Development Officer for NayPyiTaw/Yangon/Branch Development Programme/Organizational Development Department (2/8/2022)



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3. Collaborate and coordinate respective township branch leaders, District and State/Region Supervisory Committees to carry out branch development activities.
4. Identify specific needs of branches and ensure to address these needs from Branch Organizational Capacity Assessment Branch Organizational Capacity Assessment (BOCA) exercise findings.
5. Provide capacity building trainings for branch leaders

Coordination and Cooperation

6. Assist Deputy Director in implementing National Society's annual operation plan and follow-up assessment on efficiency and effectiveness.
7. Promote coordination and cooperation between National Society Branches and Project and Programs as well as among the affected population to develop appropriate work plans, programs and funding strategies, and produce funding proposals as appropriate.
8. Advocate to State /Division /District /Township Red Cross Society members, staff and volunteers of MRCS, external stakeholders and the community member as well as partner agencies working in Red Cross Movement.
9. Create communication network to promote information flow between MRCS Head Quarter, State/Division, District and Township as well as between partner agencies.

Monitoring, Supervision and Reporting

10. Monitor and evaluate the effectiveness and efficiency of branch development activities and impact.
11. Prepare and submit the quarterly work plan, log-frame, budgeting, regular monthly progress reports to Deputy Director.
12. Ensure other duties assigned by Deputy Director.

Skills, Competencies and Requirements

- **Must be University graduated.**
- **Minimum three years experiences in development sector**
- Experience in working with Volunteers especially Red Cross Volunteers
- Experience in Facilitating trainings and workshops and Financial Management
- Knowledge of Project Cycle Management and Financial Management
- Strong skill in report writing with numerical recording detail and ability to meet deadlines
- Excellent Communication Skills, both oral and written and problem-solving skill
- Ability to travel anywhere at short notice
- Ability to work well in a team and dealt with stressful situation

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- 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.

Email: mrcshrrecruitment@redcross.org.mm (or)

Branch Office:

Myanmar Red Cross Society

No. 42, Red Cross Building, Strand Road,

Botataung Township, Yangon. (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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