



Myanmar Red Cross Society

HR-HQ VA No. 087 – Field 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.

Field Manager

- No. of Post** : 1 Post
- Report to** : Program Manager
- Project/Program** : Access to Primary Health for Conflict and Climate affected Population in Southern Shan Project
- Department** : Health Department
- Duty Station** : Taunggyi
- Grade** : F-1
- Benefits** : Salary + Insurance + Training + Travelling Allowances + Casual Leave + Quarantine Leave + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave
- Application Deadline** : 21-December-2022, 16:30

Background of Project

Through the establishment of three mobile health teams (Primary Health Intervention Surge Teams (PHIST)) comprising medical doctors, nurses, health promotor, Red Cross Volunteers, MRCS will provide the target communities with primary healthcare especially for accessible to treatment of minor illness and injury, early detection and timely referral of both major communicable and non-communicable diseases, health related awareness sessions to community to get the resilience to health-related problems. The teams will be properly trained and equipped with necessary medical equipment. The mobile medical teams (Primary Health Intervention Surge Teams (PHIST)) will ensure proper provision of medical consultations and management in the context of current pandemic as well as those affected by emergencies (natural disaster and conflicts). If needed, patients will be referred to hospitals and facilities for follow up care and more advanced treatments. The teams will coordinate closely with local Red Cross Branches, existing community-based health projects of MRCS in the target areas, local MoH and other stakeholders.

Purpose of the Position

Within the frame work of the MRCS policies and procedures and in accordance with the fundamental principles of the Red Cross Movement, **Field Manager** will lead the field team and assist the Program

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"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-NRC/Field Manager for Taunggyi/Access to Primary Health for Conflict and Climate affected Population in Southern Shan Project/Health Department (7/12/2022)



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Manager, technical advisors and delegates working in collaboration with the MRCS Health Department, in all aspects of planning, management and implementation of APH Project (Southern Shan).

Duties and Responsibilities

Managerial Management

1. Responsible in all aspects of planning, budgeting, programme management and implementation of the project activities in Southern under management of Programme Manager within the Framework of the MRCS policies and procedures and in accordance with the fundamental principles of the Red Cross Movement.
2. Regular reviews of the quality of project activities and feed to Program Manager.
3. Accesses project performances including utilization of resources and achievement of planned target.
4. Implement the follow up activities of review, evaluation and senior management recommendation.
5. Manage and give technical support Admin/HR/Logistics Officer, WASH Officer, M&E Officer, Finance Officer and Field Officers in the planning and implementation of projects and field visits, to achieve programme objectives within time frame.
6. Perform any other relevant duties assigned by senior management.

Financial Management

7. Ensure to manage the project budget in line with financial guidelines and policy.
8. Ensure the management of expenses, cash transfer, summary of working advance for all related activities.
9. Responsible for annual and quarterly budget preparation, budget validation, and detail break down of budget.
10. Responsible for working advance validation and claim in time within the limited time frame.
11. Regular monitoring of budget and expenditure utilization and variance.
12. Responsible for sending monthly liquidation report to Program Manager in time.

Staff Management

13. Responsible for the staff management into one team spirit.
14. Support project staff to get the pleasure of work and enjoyable environment.

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15. Empower staff to perform to result high quality of work.
16. Support staff to get the job knowledge and MRCS induction course in times as well as the operation induction sections.
17. Administrate the staff about policies and procedures based on MRCS policies and regulations.
18. Participates in the evaluation of personnel's performance in line with Performance Appraisal Guidelines.
19. Analyse the training needs of staff and implement capacity building programme in coordination with human resources department.
20. Support to fill up the gaps of project staffs' capacities related to the community prioritised issues especially health, first aid and DRR.
21. Ensures that all staff members are treated equally and transparently.

Coordination

22. Build lateral relationship with Township Administration, Township Health Department, Township Department of Rural Development and other UNs, INGOs, LNGOs and CBOs.
23. Close collaboration and coordination with State Red Cross Supervisory Committee and Township Red Cross Branch.
24. Ensure effective working relationships with delegates, staff, and volunteers.
25. Coordination with other MRCS Departments (HV&C, DM, OD, FASS ...) to facilitate the project implementation and ensure involvement of all MRCS Departments on the project.
26. To ensure project overall coordination, logistics, financial accountability, reporting and communication with the partners and stakeholders.

Monitoring, Evaluation and Reporting

27. Regular monitoring of indicator tracking table and quality of services together with Monitoring and Reporting Officer.
28. Regular monitoring of budget utilization rate together with Finance Officer.
29. Regular monitoring the procurements and stock position together with Admin/HR/Logistics Officer.
30. Ensure the post distribution monitoring in line with operational guidelines.
31. Submit monthly progress report and annual report including activities, work done, challenges, expenses and financial situation to Programme Manager.

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32. Ensure that lessons learnt are well documented and transparent.
33. When emergency appear, need to report urgently.
34. Narrative (or) Point Report to direct supervisor after attending the meetings/ workshop/ seminar/ training.

General

35. Any other relevant duties assigned by direct supervisor and Health Department.

Skills, Competencies and Requirements

- **Must be University graduated.**
- **Health related background degree is preferred**
- Minimum three years of Health or related project/program management experiences
- Working experience in remote and resource limited settings
- Well-developed computer skills, with demonstrated competence in Excel, Word and Power point (English and Myanmar)
- Strong skill in numerical recording, data maintenance
- Strong interpersonal and communication skills
- Well organized, efficient, with excellent attention to detail and ability to meet deadlines
- Ability to manage and priorities multiple tasks, take initiative and problem solve
- Able to work well in a team and live in stressful situations
- Ability to travel anywhere at short notice
- Ability to operate motorbike safely and must have valid driving license
- Ability to follow Red Cross (7) fundamental principles, MRCS policy, strategies and guidelines
- Understanding of commitment to and willingness to actively promote the Red Cross and Red Crescent Fundamental Principles
- Experience of working for the Red Cross/Red Crescent is preferred
- Excellent command of English and Myanmar especially in translating, including written, spoken and typing

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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.

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

For more information and application, please visit to the www.redcross.org.mm

Branch Office:

Myanmar Red Cross Society
No. 42, Red Cross Building, Strand Road,
Botahtaung Township, Yangon. (or)

Only short-listed candidates will be contacted for a personal interview.

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