



# Myanmar Red Cross Society

HR-HQ VA No. 089.1 – Monitoring and Reporting 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.

## Monitoring and Reporting Officer

- No. of Post** : 1 Post
- Report to** : Field Manager
- Project/Program** : Access to Primary Health for Conflict and Climate Change-Affected Populations in Southern Shan Project
- Department** : Health Department
- Duty Station** : Taunggyi
- Grade** : D-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

The overall purpose of the **Monitoring and Reporting Officer** is to provide technical assistance to the Field Manager in regards with the planning, monitoring, evaluation and reporting tasks related to

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*Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality*

*MRCS-NRC/Monitoring and Reporting Officer for Taunggyi/Access to Primary Health for Conflict and Climate Change-Affected Populations in Southern Shan Project/ Health Department (7/12/2022)*



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the activities implemented by the projects within the framework of the MRCS policies and procedures in accordance with the fundamental principles of the Red Cross Movement. She/He is also responsible to building up the capacity of programme staff and RCVs at township and community to measure impacts in line with project agreement.

## Duties and Responsibilities

### **Planning and Monitoring responsibilities**

1. Provide appropriate technical assistance to the Field Manager in reviewing and revising work plans.
2. Compile all the monitoring information, provide inputs to prepare monthly/quarterly/semi-annual/annual narrative updates, and submits reports in a timely manner with accurate and concise information that include all required data reflecting progress vs. all process indicators.
3. Support in establishment and maintenance of effective database in track of the project's indicators providing support and supervision in data collection, entering, processing and analysis.
4. Supervise and ensure documentation and reporting of assessment, program data, lessons learnt and best practices for internal and external sharing.
5. Conduct regular monitoring visits to targeted areas, analyze information collected and give constructive feedbacks of the findings during field visit.
6. Document success stories and good practices of the projects.
7. Facilitate data collection for different assessments and service users' feedbacks. Promote beneficiary feedback mechanisms in project sites.

### **Reporting**

8. Develop monthly/ quarterly/semi-annual/annual narrative reports ensuring to include precise information and data reflecting the indicators.
9. Work on knowledge management by disseminating the monitoring and evaluation findings, recommendations, and lessons learnt from monitoring and evaluation.
10. Prepare the donor reports in a timely manner according to donor requirements.

### **Capacity Development**

11. Provide trainings and supervise quality of work of data volunteers from township branches.
12. Support for conducting participatory lesson learned, monitoring and evaluation activities in the field.
13. Support project staff on ways to properly document, organize and capture program progress.

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## Cooperation and coordination

14. Work closely with project teams to regularly assess the progress of the program, facilitate collection of quality data and report writing.
15. Ensure effective and close coordination with colleagues from regional team and participate in technical staff meeting.
16. Ensure close engagement with the Health MER Manager and inform for regular updates and tracking of the progress of the projects.
17. Communicate regularly and check the needs of the respective staff for their M & E capacity.
18. Ensure understanding of the local context and coordinate with relevant stakeholders and partners.

## General

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

## Skills, Competencies and Requirements

- **Must be University Graduated**
- **Bachelor or equivalent degree in community development, statistics, social or development related studies are preferred**
- Minimum two years of experience and proven skills in program planning, monitoring, evaluation and reporting including in development of programme monitoring and evaluation plans, narrative reports and indicator tracking tables.
- Experience in planning and monitoring health projects/programs
- Knowledge of Project Cycle Management
- Good knowledge on qualitative data collections, analysis, and the use of statistical software
- 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 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](mailto:mrcshrrecruitment@redcross.org.mm) (or)

For more information and application, please visit to the [www.redcross.org.mm](http://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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