



Myanmar Red Cross Society

HR-HQ VA No. 098.2 – Program Manager (Seconded Staff)



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

Program Manager (Seconded Staff)

No. of Post	: 1 Post
Report to	: Country Representative
Department	: Norwegian Red Cross Delegation Office in Myanmar
Duty Station	: Yangon
Grade	: F-2
Benefits	: Salary + Insurance + Training + Travelling Allowances + Casual Leave + Quarantine Leave + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave

Application Deadline : 19-December-2022, 16:30

Background of Department

The purpose of the **Norwegian Red Cross (NorCross)** Delegation Office in Myanmar is to ensure implementation of NorCross's International Strategy at country level through programme support to Myanmar Red Cross Society (MRCS), as articulated and established in the approved Country Framework. This means that the Delegation Office (DO) is responsible for ensuring results-based project management, risk management, and operational in-country Movement coordination. Furthermore, the CO is responsible for ensuring project implementation in support to MRCS, in line with established project agreements and project plans. The DO ensures sound technical quality of all country projects, in line with established technical standards and best practices. The DO ensures that NorCross's program support is based on regularly updated humanitarian needs analysis in line with established practices. The DO represents NorCross in-country with regards to external partnerships and relationships. The DO is responsible for in-country security management.

Purpose of the Position

The **Program Manager** is a Seconded Staff position that has an employment contract with MRCS, but is seconded to NorCross delegation office in Yangon.

The **Program Manager** is responsible to support the Myanmar Red Cross Society in ensuring sound technical planning, monitoring, evaluation and reporting on Norwegian Red Cross supported humanitarian programmes.

In addition, the **Program Manager**;

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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

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- Ensures sound technical quality of country projects/programmes, in line with technical standards.
- Ensure best practices and NorCross's program is based on regularly updated humanitarian needs analysis in line with established practices.
- Ensure project implementation in support to Host National Society in line with established project agreement and project plans.
- Conduct monitoring and proper evaluation of programs and activities that would promote best practices.

The **Program Manager** will work closely with the NorCross Country Representative and Health Delegate in coordinating the implementation of all NorCross supported programs, advising and ensuring a consistency in the NorCross's assistance to the MRCS with a strong focus on improving MRCS capacity. The **Program Manager** is based in Yangon with frequent visits to areas of partner programme implementation.

Duties and Responsibilities

Planning

1. Ensure that adequate needs assessment to inform design of relevant programming are conducted.
2. Ensure the use of programme Logical Framework according to existing guidelines.
3. Ensure the development of SMART indicators that are supported by clear and concise indicator guidelines that define the indicators, data sources, data collection methods, frequency of monitoring and audience.
4. Provide adequate support to MRCS for the development of quality project packages to be submitted as per CP 1 processes for internal approval before project start up.
5. Support the design and implementation of relevant baseline exercises.

Coordination

6. Support the DO in ensuring basic needs are met and improve the health of the most vulnerable people affected by conflict and protracted crisis.
7. Ensures that Norwegian Red Cross' supported Host National Society' programmes are aligned with the Nor Cross International Strategy through established strategic objectives at country level.
8. Ensures that Norwegian Red Cross' DO communication with, and program support to MRCS is purposeful and efficient.

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Operational responsibilities

The specific operational responsibilities of the Program Coordinator include:

9. Cooperate with and support MRCS colleagues on national and local level(s) on all components of NRC supported programmes.
10. Ensure that NorCross's project / programme PMER requirements are met.

Monitoring

11. Continuously monitor the on-site as well as overall advancement towards set targets Nor Cross supported programmes and dialogue with Host National Society to agree on adjustments, if such needed to ensure success in programmatic implementation.
12. Ensure practicing a rigorous follow up on established programmatic monitoring system through regular field, technical spot checks of sources of verification.
13. Quality assurance overall data and quarterly reports provided by MRCS.

Evaluation

14. Support MRCS in establishing internal National Society period programme evaluation mechanisms.
15. Support practices related to mid-term and final internal / external programme evaluations / reviews through the design of Terms of Reference for specific programmes focussing on programme relevance, effectiveness, efficiency, impact and sustainability.
16. Support the design and implementation of relevant end line exercises to measure programme success.

Reporting

17. Provide programme progress related input to Nor Cross established reporting routines (quarterly reports, Indicator Tracking Table).
18. Provide quality programme input to Nor Cross annual reporting processes.

Country-Office specific responsibilities:

19. Function as the technical focal point at the Nor Cross DO for the Nor Cross supported Programme(s).
20. Function as the focal person at the Nor Cross DO for the MRCS on issues related to the daily running of the project(s) which is/are included in the Nor Cross supported programmes.
21. Based on existing technical standards and best practices, assist MRCS staff in the development and implementation of SOPs for planned programmes/activities.
22. Assist MRCS in ensuring that gender, equity, diversity, environmental issues and accountability are taken into account in RC activities.

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23. Report to the NorCross Country Representative on all issues related to the programme implementation while providing input on relevant strategic programmatic choices and options to optimize programmatic success.
24. Participate in relevant programme related meetings as required.
25. In close coordination with Finance/Admin Officer and as guided by the Country Representative, ensure effective budget/financial vs programme design and implementation tracking system.
26. Provide input to the Country Representative to enable continuous analysis of political, socio-economic, environmental and humanitarian trends in country and locally in programme areas.
27. Contribute to resource mobilization efforts towards our programmes by providing timely and quality delivery of input for new applications in line with Nor Cross result framework and donor requirements.
28. Support the DO in the preparation of strategic plans for Myanmar alongside the rest of the Nor Cross support team.
29. Upon request prepare and facilitate the programmatic side of external visits.

Others

30. Undertake relevant tasks as assigned by the Country Representative when required.

Skills, Competencies and Requirements

- **Must be University graduated with At least bachelor's degree in Development studies, health, Social Science, or related field.**
- **M.B.B.S is strongly preferred**
- **Minimum 4-7 years of experiences in development and/or emergency programme management**
- Experience in working in a humanitarian organization
- Experience in results-based management tools (Monitoring & Evaluation and Reporting)
- Experience in Project Cycle Management, strongly desired
- Self-supporting in computers (Windows, Microsoft Office, spreadsheets, word processing, lotus, etc.)
- Skills in training and developing staff
- Ability to work in a team and be self-directed
- Integrity & personal conduct in line with the Code of Conduct
- Sensitivity to diversity

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- Ability to be flexible & adaptable in work and communication styles
- Excellent interpersonal skills in diverse team settings
- 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

****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,
Botataung 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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