



Myanmar Red Cross Society

HR-HQ VA No. 128 – Senior Income Generation 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 Income Generation Officer

No. of Post	: 1 Post
Report to	: Resource Mobilization Manager
Department	: Resource Mobilization Department
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 : 8-December-2022, 16:30

Background of Department

Resource Mobilization Department formed since 2011 in the Society and along with developing policies and procedures in line with leadership guidance. Resources Mobilization department is society's ability to acquire resources and mobilize people towards accomplishing Society's goals. It works towards bringing money, supporters, attention of the media, alliances with those in power, and refining the organizational structure. It includes fundraising, income generation activities, donations in-kind and other partnerships to strengthen society capacity to better assist more vulnerable people.

Purpose of the Position

Senior Income Generation Officer is responsible for leading all income generation activities such as Rental of Training Unit Centre, Kan Kaw Press, Myint Mo Kit Shop of resource mobilization and Branches Development. He/she is responsible for assisting in developing for income generation at State/ Region and branches level.

Duties and Responsibilities

Staff Management

1. Supervise to Assistant IG Officer, Security (Training Unit) and Clerk-1 (Training Unit) for the Income Generation Activities.
2. Lead to the IG Team to promote for lease Training/Workshop/Event.

"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

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3. Lead for the RM Policy/Strategy Dissemination and Training to the Branches.
4. Develop annual Income Generation Plan for RM operational plan.
5. Manage and give full briefing to the Income Generation Team.

Planning and Implementation

6. Creates the new opportunities of new Income Generation Activities.
7. Initiates and develops new income generation activities (business) for MRCS.
8. Updates database of suppliers and contractors and then negotiate prices.
9. Finds opportunities for new clients to promote of our service.
10. Ensures to follow the Society's procedures and guidelines in all procurements.
11. Develop annual Income Generation Plan for RM operational plan.
12. Submit annual Income Generation Plan to Resource Mobilization Manager and Head of Department/Director
13. Assists market research and marketing initiatives to identify opportunities for Income Generation activities.

Monitoring and Evaluation

14. Provide technical advice for income generation and fundraising activities of not only National Head Quarter (NHQ) also for all branches of MRCS.
15. Provide technical and practical support for the existing income generation activities to targeted branches as well as NHQ of MRCS.
16. Measure the cost effectiveness of existing income generation activities.
17. Observe the functioning of group; associate in term of participatory leadership, members contribution, group constitution and record keeping.
18. Facilitate to be trained RCVs in income generation techniques and conduct systematic monitoring and evaluation with regards to the branch development purpose.
19. Monitor the successful income generation and branch development.
20. Monitor for resource mobilization capacity survey of the branches.
21. Monitor to conduct branch capacity development work shop/training.
22. Manages rate changes and modified current property rental and office rental annually.
23. Manages and prepares annual contracts of property rental.

Coordination and Cooperation

24. Manages and coordinate supplier for income generation activities.
25. Manages and follows up payment in corporation with finance departments and clients.

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26. Provides full briefing on Income activities to Leadership.
27. Liaises with other department to publicize and promote of our income generation.

Financial Management

28. Manages income and expense in line with financial guideline and policy.
29. Keeps regular monitoring on income and expenditure as well as utilization and variance.
30. Submits monthly liquidation report to Finance Department in timely manner coordination and cooperation.
31. Works closely with the public, private and in- house organizations to be successful.

Reporting

32. Produce report with income generations evaluation to study for future.
33. Prepare report for monthly income.
34. Submit monthly progress reports including suggestion and analysis.

Others

35. Perform any other tasks assigned by Director, Dy Director and Fundraising Manager from time to time if required.

Skills, Competencies and Requirements

- **Must be University graduated with Certificate in Sales & Marketing, Business Administration**
- Marketing Diploma or Business Management Diploma is preferred
- Minimum 3 years experiences at sales and marketing or Business Management
- Experience in working with Red Cross/UN/NGO/Hotel and Corporate Sectors
- Organization skills and attention to detail
- Communication and interpersonal skills
- Project management experience is an asset
- Able to manage multiple tasks, create marketing new opportunities and solve problem with different clients
- Self- motivation and enthusiasm
- General Accounting Knowledge, Report writing, Administration and IT skills
- Sales and marketing skills to promote for Training package and Office Rental
- Able to sit office in Training Unit Center when the event is there
- Ability to follow Red Cross (7) fundamental principles, MRCS policy, strategies and guidelines

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- 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.

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

Branch Office:

Myanmar Red Cross Society

No. 42, Red Cross Building, Strand Road,

Botahtaung 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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