



Myanmar Red Cross Society

HR-HQ VA No. 019.1 – Deputy Director



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

Deputy Director

- No. of Post** : 1 Post
- Report to** : Director
- Department** : Organizational Development Department
- Duty Station** : NayPyiTaw/Yangon
- Grade** : G
- Benefits** : Salary + Insurance + Training + Travelling Allowances + Casual Leave + Quarantine Leave + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave

Application Deadline : 5-April-2023, 16:30

Background of Department

Myanmar Parliament enacted Myanmar Red Cross Law in August 2015 and its rules in 2019 November. Since then, an organizational development process has been initiated in MRCS to adjust to the current legal base and changing working context such as further strengthening of the auxiliary role, governance, management and leadership development, decentralization, review of policies and frameworks, changes of the branch structure and adjustment of the volunteer management system and so forth. **Organizational Development Department** is taking responsibilities of the organization’s development in the areas of supporting foundation and legal base development and its implementation, branch development, volunteer and youth development, organization’s Planning, Monitoring, Evaluation and Reporting (PMER), and operationalizing MRCS resilience framework.

Purpose of the Position

Deputy Director is to support director to develop, coordinate, support and strengthen MRCS’s all activities related to branch, youth and volunteer development and Legal Base issues.

This position is to be based at the MRCS National Headquarter in Nay Pyi Taw (NHQ)/Yangon (Branch Office), however, required frequent field visits to coordinate, support and monitor the development activities implementing in MRCS Branches as well as organizational development activities at Headquarters. This position reports to Director of Organizational Development Department.

"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/Deputy Director for NayPyiTaw/Yangon/Organizational Development Department (22/3/2023)



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Duties and Responsibilities

Legal-base and strategy development

1. Support Director in implementing the National Society's Law, Rules and Strategic Plan 2021-2025 implementation process.
2. Support MRCS Election Regulations development process.
3. Make sure to follow-up the branch and volunteer structure as per Branch Development Model (BDM).
4. Ensure the Safer Access Framework in action at all levels.

Branch, Youth and Volunteer Development

5. Undertake regular assessment of branches by Branch Organization Capacity Assessment (BOCA) tool, analyse, archive and follow-up.
6. Undertake the assessment of branch preparedness capacities and develop the action plans for well-prepared branch for any emergency response.
7. Address youth and volunteers' need and dialogue whenever possible.
8. Support in fully functioning volunteer database and volunteer management system.
9. Facilitate the volunteer's capacity building to have fully organized and competent human resources at all levels.
10. Ensure capacity building and engagement of youth and volunteer in all MRCS projects, programs, strategies.
11. Develop strategies and guidelines to operationalize MRCS youth policy and update the volunteer policy.
12. Create strong youth network locally and strengthen international and global youth network.

Coordination and Cooperation

13. Communicate related technical departments and facilitate the branch development/preparedness especially technical support in their branch development/preparedness plans.
14. Work along with National Society counterparts and facilitate youth and volunteer capacity building activities.
15. Ensure volunteer annual insurance process with IFRC (Geneva).
16. Create communication network to promote information flow between MRCS HQ, State/Division, District and Township.

Monitoring, Supervision and Reporting

17. Monitor and evaluate the effectiveness and efficiency of Branch, Youth and Volunteer Development/preparedness activities and impact.

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18. Prepare and submit the quarterly work plan, log-frame, budgeting, regular monthly progress reports to Director.

Financial Management

19. Ensure to manage the budget in line with the financial regulations, guidelines and procedures.
20. Manage the budget preparation and validation.

Staff Management

21. Organize the responsibilities of each staff and manage properly to achieve the set objectives.
22. Create learning culture among staff such as sharing knowledge and information among them.

General

23. Ensure any other duties assigned by Director of the OD Department.

Skills, Competencies and Requirements

- **Must be University graduated with Master in development studies**
- Minimum 5 years of experience in related field
- Knowledge of organizational development concepts
- Knowledge of Planning, Monitoring, Evaluation and Reporting (PMER)
- Knowledge of Safer Access Framework is an asset
- Knowledge and practice of proposal writing
- On practice of Financial Management and Administration
- Well-developed computer skills (apply Excel, Word and Power point - English and Myanmar) and online application measures
- Strong skill in report writing with numerical recording detail, interpretation and ability to meet deadlines
- Good Communication Skills (verbal and non-verbal) 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
- **Red Cross Volunteers and females are encouraged to apply**

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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.

Branch Office:

Myanmar Red Cross Society
No. 42, Red Cross Building, Strand Road,
Botahtaung 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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