



Myanmar Red Cross Society

HR-HQ VA No. 013.1 – 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.

Income Generation Officer

No. of Post	: 1 Post
Report to	: Resource Mobilization Manager
Department	: Resource Mobilization Department
Duty Station	: NayPyiTaw/Yangon
Grade	: D-2
Benefits	: Salary + Insurance + Training + Travelling Allowances + Casual Leave + Quarantine Leave + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave

Application Deadline : 29-March-2023, 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

Income Generation Officer is responsible to take all income generation activities such as Rental of Training Unit Centre, Properties Rental of resource mobilization (Kan Kaw Press, Mineral Salt (ORS), Methylated Spirit, Khattar Accommodation and Branches' capacity development. He/she is responsible to assist in developing for income generation at HQ, State/ Region and branches level.

Duties and Responsibilities

Planning and implementation

1. Prepare the annual Income Generation Plan to combine Resources Mobilization operational plan.

"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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2. Ensure to connect with related department of MRCS to publicize and promote of the organization's income generation activities.
3. Provide technical support for the existing income generation activities to targeted branches as well as MRCS HQ.
4. Ensure annual revision of business contracts of MRCS related services by regularly studying contracts of other related businesses.
5. Ensure to the rate changes and initiate to revise current the MRCS properties rental services and office rental in accordance with current market rate, annually.
6. Undertake cost-effectiveness measures of existing income generating activities of MRCS.
7. Facilitate to be trained Red Cross Volunteers in income generation techniques and conduct systematic monitoring and evaluation with regards to the branch development purpose.
8. Liaise with the Departments/ Units that will conduct the training, and connect with the necessary issues to facilitate the accommodation issues of the trainees.
9. Regularly collect rental charges, service charges and sundry debts owing of the hired and settle to defined account as per standard operating procedures.
10. Assist to conduct the Branch Capacity Development, RM Resources Mobilisation Policy/ Strategy Dissemination, Workshop and Training.
11. Follow up and monitor the payment of clients and maintain the good relationship in corporation with finance department and clients.

Coordination and Cooperation

12. Coordinate and cooperation with the all-MRCS suppliers for income generation activities promotion.
13. To build the better relationship with the operational departments and related services for long-term collaboration and camaraderie's.
14. Ensure to present the leadership and senior management personal are fully aware about MRCS income generation and resources mobilization activities.

Financial Management

15. Manage the income and expense of the activities in line with MRCS financial regulations.
16. Ensure to maintain the regular budget monitoring on income and expenditure as well as utilization and variance by monthly, quarterly and annually.

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17. Prepare the monthly working advance and submit the clearance of expenses and report to MRCS Finance Department in timely manner.
18. Ensure to work closely with the public departments, private organizations and inter-departmental organizations to be successful for the related activities.

Reporting

19. Prepare and submit the report of income generation evaluation for further study intend to be development of activities.
20. Provide the data of income generation activities to Resources Mobilisation Officer (Account & Admin) to prepare monthly report in time.
21. Submit monthly formatted progress reports including suggestion and analysis in timely manner.

General

22. Perform any other duties and tasks assigned by superior level from time to time.
23. Participate and assist the meeting, workshop and attend the concerned trainings of other departments, if required.
24. Implement to be done for the benefits of the organization as a whole with the specifications.

Skills, Competencies and Requirements

- **Must be University graduated with certificates in Business studies/Development /Administration, Financial Accounting Course and any other management related**
- Diploma in Sales and Marketing or Business Studies or Business Administration or Accounting or Social Sciences is preferred
- Minimum 3 years experiences at Sales and Marketing or Business Management and Business Development
- Minimum 2 years experiences at Income Generation and Fund-raising and Resources Mobilization activities
- Book keeping and Accounting knowledge
- Organizing skills and attention to detailed processes
- Communication, coordination and interpersonal skills
- Project management experience is an asset
- Experience in working with Red Cross/UN/NGO/Hotel and Corporate Sectors
- Self- motivation/enthusiasm and report writing, administration

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- Able to manage multiple tasks, create marketing new opportunities and solve problem with different clients
- 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
- 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**

****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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