



Myanmar Red Cross Society

HR-HQ VA No. 018.3 – Branch Development Manager



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

Branch Development Manager

No. of Post	: 1 Post
Report to	: Deputy Director
Department	: Organizational Development Department
Duty Station	: NayPyiTaw/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 : Until Candidates Identified

Background of the 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

Primarily, the **Branch Development Manager** shall lead, coordinate, support and monitor the implementation of the Branch Development Program including branch preparedness capacities under the guidance of OD Department. The **Branch Development Manager** will be responsible to lead the implementation of the MRCS Strategy 2025 and the core activities of Dissemination of Red Crescent Principles and Values, First Aid, Disaster Preparedness and Response, Blood Donor Recruitment, Local Resource Mobilization, volunteer recruitment and Volunteer Management in collaboration with Youth and Volunteer Development Manager and related technical departments.

"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/Branch Development Manager for NayPyiTaw/Yangon/Organizational Development Department (16/11/2023)



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 Deputy Director of Organizational Development Department.

Duties and Responsibilities

Foundation and Legal-base and strategy development

1. Implement MRCS Strategy 2025 in the area of strengthening Branch Management.
2. Disseminate and support MRCS approved policies into action.
3. Support the Branch Development Strategy development.

Branch Development

4. Adhere and lead the implementation of MRCS approved systems and structures at the Branch level.
5. Provide technical and operational guidance to the Branch governance in harmony with MRCS law and regulation and other policies.
6. Conduct the branch capacity assessment and map the branches' capacities with informed risks.
7. Identify and address capacity building requirements for governance and volunteers at the Branch.
8. Support in operationalization and application of Safer Access Framework among the staff and volunteers.
9. Monitor and evaluate the branch performance and compliance with MRCS Strategy as well as branch activities.
10. Lead the development of specific strategy/guideline related to branch development with a specific lens of branch development in fragile context.
11. Lead the Branch resource mobilization, and design plans for sustainability of the Branch.

Coordination and Cooperation

12. Support the development of a communication strategy to disseminate the framework and its guide, and its implementation process in branches.
13. Engage with the operation and providing advice and support related to Branch Development.

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14. Provide technical support to the projects/programs which include branch development in any context.

Planning, Budgeting, Monitoring, Supervision and Reporting

15. Ensure planning, budgeting and reporting are carried out in a timely and appropriate manner.
16. Prepare and submit timely & quality accountabilities and reports.
17. Ensure other duties assigned by Director.

Financial Management

18. Ensure to prepare the budget plan for the plan of action in coordination with PNSs and other projects/programs.
19. Ensure every project expenditure is in line with all donor requirements and relevant MRCS financial regulations and procedures.

Staff Management

20. Organise work responsibilities to ensure individual staff's clear and unambiguous understanding of their obligations, role and contribution to achieve the project objectives and outputs.
21. Support sharing of knowledge and information among staff involved in the project to create an enabling environment for capacity building among staff.

General

22. Any other relevant duties assigned by Director and Deputy Director of OD Department.

Skills, Competencies and Requirements

- **Must be University graduated with Master in development or other related studies**
- Minimum 3 to 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
- 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 and ability to meet deadlines
- Good Communication Skills (verbal and non-verbal) and problem-solving skill

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- Ability to travel anywhere at short notice
- Ability to work well in a team and dealt with stressful situation
- Practical approaches working with volunteers, communities, youths.
- 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 Buildinesdg, 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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