



Myanmar Red Cross Society

HR-HQ VA No. 120 – Volunteer Development Coordinator



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

Volunteer Development Coordinator

No. of Post	: 1 Post
Report to	: Youth & Volunteer Development Manager
Department	: Organizational Development Department
Project/Program	: DRM and Anticipation in Fragile Contexts in Myanmar Project
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 : 29-November -2023, 16:30

Background of the Project

The project “**DRM and Anticipation in Fragile Contexts in Myanmar**” has been implemented in 10 States and Regions in coordination with German Red Cross. The project will mainly focus on the Anticipation approaches in Disaster Risk Management. At the same time, the project will develop the capacity of the branches, volunteers and youths by strengthening their capacity.

Purpose of the Position

The **Volunteer Development Coordinator** will have to manage all elements of volunteering either within MRCS or on behalf of MRCS. The role involves assessing and meeting an organization’s needs through the recruitment, placement, retention and management of volunteers and volunteer development program.

Duties and Responsibilities

Volunteering Policies and Guidelines

1. Review and if necessary, modify volunteer policies and procedures, including risk assessments.
2. Initiate and assist the development, implementation, review and continuous improvement of guidelines, policies and procedures for the national and international volunteer program.

"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-GRC/Youth Development Coordinator for NayPyiTaw/Yangon/DRM and Anticipation in Fragile Contexts In Myanmar Project/OD Department (15/11/2023)



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3. Keep up to date with legislation and policy related to volunteering and propose necessary modifications to accommodate changes.
4. Generate appropriate volunteering opportunities and role descriptions based on the needs of the organization.

Volunteer Recruitment

5. Raise the awareness on the role and the function of volunteers among staff, volunteers and public.
6. Promote volunteering through volunteer recruitment and publicity strategies and campaigns.
7. Promote the volunteer recruitment through volunteer module application.
8. Acts as the focal person to coordinate among the States and Regions volunteers and HQ.

Volunteer Management, Training, Retention

9. Ensure to collect and combine the volunteer data nationwide with the support of Volunteer Officer.
10. Ensure there is appropriate support and training for volunteers.
11. Assist Youth & Volunteer Manager in Standard Induction Training Package development for the newly recruited volunteer by representing the department.
12. Organize and provide inductions and training.
13. Monitor, support, motivate and accredit volunteers and their work.
14. Nominate volunteers for awards and organize celebration events.
15. Offer advice and information to volunteers and external organizations through face-to-face, telephone and email contact.
16. Organize profile-raising events to attract new volunteers.
17. Act as the responsible person to manage the volunteer insurance process and data.

Coordination and Cooperation

18. Ensure to have the regular communication and coordination with the volunteers from all states and regions.
19. Acts as the medium between the HQ and the State and Region ensure not to have the information gap.

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20. Promote coordination and cooperation with every project, program in HQ and in the field in order to support and develop the capacities of the volunteers.
21. Coordinate and cooperate with related departments and Partner National Societies in terms of Safer Access of the volunteers.

Financial Management and Staff Management

22. Manage the program budget in line with financial guidelines and policy.
23. Manage expenses, cash transfer and summary of working advance for all program activities.
24. Prepare annual and quarterly budget together with detail break down.
25. Responsible for working advance validation and claim in time.
26. Regular monitoring on budget and expenditure as well as utilization and variance.
27. Submit monthly financial clearance report to Youth & Volunteer Development Manager in timely manner.
28. 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.
29. Support sharing of knowledge and information among staff involved in the project to create an enabling environment for capacity building among staff.

Others

30. Support the related activities in Anticipation project with the guidance of the Manager, Dy Director and Director.
31. Ensure other duties assigned by Manager, Deputy Director and Director.

Skills, Competencies and Requirements

- **Must be University Graduated**
- Master in developmental studies or social sciences are preferred
- Minimum 3 to 4 years of experience in related field
- Knowledge of organizational development concepts
- Knowledge of Volunteer Development Concept
- Knowledge of Project Cycle Management
- Knowledge of Financial Management and administration

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- 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
- Excellent Communication Skills (verbal and non-verbal) and intermediate English language 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**

****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 Buildings, 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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