



Myanmar Red Cross Society

HR-HQ VA No. 121 – Youth 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.

Youth Development Coordinator

No. of Post	: 1 Post
Report to	: Youth & Volunteer Development Manager
Department	: Organizational Development Department
Project/Program	: National Society Development (NSD) Initiatives 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

National Society Development (NSD) Initiatives Project is the collaboration between the Myanmar Red Cross Society and Danish Red Cross, which has been implementing in Magway Region, Kachin State with the objective of improving humanitarian assistance to vulnerable communities in Myanmar. The immediate objective of the project is to strengthen preparedness and response capacity of MRCS by strengthening the capacity of the volunteers, youths and the branches through branch development, youth and volunteer development, Mental Health and Psychosocial support and Disaster Risk Management activities.

Purpose of the Position

The **Youth Development Coordinator** is a position 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 Youth & Volunteer Development Manager 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-DRC/Youth Development Coordinator for NayPyiTaw/Yangon/NSD Initiatives Project/OD Department (15/11/2023)



Duties and Responsibilities

Youth Development

1. Support Youth & Volunteer Development Manager in terms of designing, implementing and monitoring the activities that promote the overall development of Red Cross Youths.
2. Identify the needs of the youths through the different assessment, focus group discussion and develop the reliable action plan for youths together with Youth & Volunteer Development Manager.
3. Pro-actively identify the learning opportunities for the youths and try to initiative the required budget and plan to find the relevant support.
4. Organize and collect the youth data, data entry and analysis for the continuous learning plan for the Red Cross Youths with the support of youth development officer.
5. Support the Youth & Volunteer Manager in strengthening the youth network in locally and internationally.
6. Support Youth and Volunteer Development Manager in identifying and implementing the school Red Cross and University Red Cross activities.
7. Support Youth and Volunteer Development Manager in reviewing the Youth Policy process.
8. Identify and develop the rolling out plan of the Youth Policy to the States and Regions, District and Branch levels.

Coordination and Cooperation

9. Ensure to have the regular communication and coordination with the focal youths from all states and regions.
10. Acts as the medium between the HQ and the youths from the States and Regions and ensure not to have the information gap.
11. Promote coordination and cooperation with every project, program in HQ and in the field in order to enhance the youth activities in the community level.

Planning, Monitoring and Reporting

12. Organize the National Youth Committee Meeting regularly.
13. Develop and initiate the plan of action for the youth activities based on the results and discussion of the youth committee meeting.
14. Continuously Monitor and follow up the planned action plan for the youth development and provide the technical support whenever it's necessary.

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15. Act as the focal point to analysis and collect the reports from the youths for the youth activities.
16. Develop and submit the monthly progress report of the youth activities to Youth & Volunteer Development Manager.
17. Regular monitoring and following up the youth development activities, plans which are integrated in different project/program and ensure to have the relevant technical reports from the field level.

Financial Management

18. Ensure to prepare the budget plan for the plan of actions for youth development programs.
19. Prepare the financial report at HQ and field level.
20. combine the cash request of field and HQ by monthly, quarterly and annually.
21. Ensure to prepare the financial clearance for the activities in line with MRCS Financial process and procedures in a timely manner.

Staff Management

22. 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.
23. Support sharing of knowledge and information among staff involved in the project to create an enabling environment for capacity building among staff.

Others

24. Support youth related activities in NSD Initiative project.
25. Support any other related project activities of NSD Initiative project with the guidance of the Dy Director and Director.
26. 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 Youth Development Concept
- Knowledge of Project Cycle Management

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- Knowledge 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
- 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 Buildinesdg, 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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