



Myanmar Red Cross Society

HR-HQ VA No. 018, 019 – Program 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.

Program Officer

No. of Post	: 2 Posts
Report to	: Program Coordinator
Department	: Disaster Management Department
Project/Program	: Risk Awareness and Safer Behaviour (RASB) Program
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 : 2-February-2024, 16:30

Background of the Program

People living or returning to the Mine/UXO affected areas in Myanmar are fully aware of danger posed by Mine/UXO and they implement and promote safe behaviour in regards to the Mine/UXO problem. MRCS has the required expertise, tools, organization and resources to deliver good quality risk education and incident surveillance activities to people living in weapon contamination affected areas in Kachin, Shan and Kayin, as well as in Kayah, Bago, Mon and Tanintharyi states.

Risk Awareness and Safer Behaviour (RASB) Program has two main activities:

- (a) **Risk Awareness and Safer Behaviour Training** for Red Cross Volunteers, Basic Education School Teachers and Health Staffs.
- (b) **Risk Awareness and Safer Behaviour** Session for Communities level.

Purpose of the Position

Program Officer will support planning, implementation and monitoring of Risk Awareness and Safer Behaviour (RASB) activities in Myanmar. With the support of Program Coordinator and different Movement Partners and closely coordination and cooperation with the local Red Cross Township Branches, Program Officer will ensure the quantity of RASB activities including the training for the Red Cross Volunteers as well as promotion of risk awareness and safer behaviour in the communities.

"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-SwRC, MRCS-ICRC/Program Officer for NayPyiTaw/Yangon/RASB Program/Disaster Management Department (19/1/2024)



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Duties and Responsibilities

1. Regularly brief and update to Program Coordinator on the implementation of RASB activities in state/regions level.
2. Attend and represent MRCS at local RASB coordination meeting, especially in the areas where there is no Program Officer present.
3. Support and Coordinate with Program Officers from State/region level.
4. Support State/region level Program Officer in conduction training and developing of work plan budgeting, reporting.
5. Conduct RASB awareness sessions for local affected communities, First Aid and Emergency Response Team (ERT) Trainings.
6. Closely coordinate with and mobilize the Red Cross Volunteers (RCVs) for RASB activities in community level.
7. Ensure the implementation of RASB activities in State/region is conducted according to international mine action standards.
8. Conduct monitoring visits project sites; collect data according to RASB/WeC monitoring template and report to Program Coordinator accordingly.
9. Submit monthly activities report including next month plan to Program Coordinator.
10. Closely coordinate with Program Coordinator, State Red Cross Supervisory and branches.
11. Prepare and submit monthly quarter budget break dawn, working advance and clearance regular basis.
12. Any other relevant duties assigned by direct supervisor and Disaster Management Department.

Skills, Competencies and Requirements

- **Must be University graduated**
- Minimum 1 year of experience in related field and minimum 2 years of experience in Non-Profit Organizations
- Very good project planning and reporting experience
- Basic technical knowledge of Weapon Contamination and Mine Action activities
- Effective computer skills as well as Microsoft word, excel and power point are desirable
- Very good management skills, programme planning, and reporting experience
- Must respect local traditional customs

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- Strong leadership, negotiation and interpersonal communication skill
- Ability to manage multiple priorities to meet deadlines and adhere to program schedule
- Perform related duties as assigned by director
- Effective Local language skills
- **Red Cross Volunteers are preferable**
- 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

****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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