



Myanmar Red Cross Society

HR- TGI VA No. 023 – Admin & Finance 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.

Admin & Finance Officer

- No. of Post** : 1 Post
- Report to** : Senior Programme Officer/Programme Manager
- Department** : Health Department
- Project/Program** : Community Based Programme for Malaria Prevention
- Duty Station** : Taunggyi
- Grade** : D2
- Benefits** : Salary + Insurance + Training + Travelling Allowances + Casual Leave + Quarantine Leave + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave

Application Period : 19-March-2024 to 1-April-2024, 16:30

Myanmar Red Cross Society (MRCS) is volunteer based humanitarian organization throughout the whole country acting with and for the most vulnerable at all times. Benefit Package consists of Paid Medical, Annual, Casual Leave, Insurance, On-Duty for Training, provide accommodation allowance and Hardship allowance for specific area, Training and Development Opportunities, Promotion and Management Development.

Background of Project

Myanmar Red Cross Society has been implementing "Community Based Programme for Malaria Prevention" which has been funded by UNOPS/GF since 2011. This programme had been implemented in 1000 project villages of 11 project townships in 2016-2017, in 800 project villages of 15 project townships in 2018-2020 and 5-8 townships in 2021-2023. In 2024-2026, the programme will be implemented in 225 villages of 5 project townships Lawksawk, Namsang, Kunhing, Maukmai and Moani with the support of UNOPS/GF RAI4E Grant. The main programme activities will be Integrated Community Malaria Volunteer (ICMV) trainings, Community Malaria

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"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-UNOPS/GF-RAI4E/ Admin & Finance Officer for Community Based Programme for Malaria Prevention (19/3/2024) (023)



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Case Management through ICMVs, including early diagnosis and prompt and proper treatment case notification, malaria elimination activities with cooperation and guidance of VBDC team etc. Continuous LLINs distribution, Health Education etc. This programme has been closely coordinated and collaborated with National Malaria Control Programme (NMCP), State VBDC team, State Health Department, respective Township Health Departments and other stake holders at Central, State and Townships level in implementing its programme activities throughout the previous project years until now. The programme has also been contributing to achieve the Goal of National Plan for Malaria Elimination in Myanmar (2016-2030).

Purpose of the Position

Admin & Finance Officer has general responsibility to ensure that the funding is properly managed and to assist in the implementing of project activities within the framework of the MRCS policies, regulations and procedures.

Duties and Responsibilities

1. Assist with the preparation and updates of budgets, cost estimates and forecasts for all program funds.
2. Prepare monthly cash request in consultation with Project Office.
3. Prepare requisitions, payment vouchers and claim bills with accurate coding.
4. Check and validate working advance requests, invoices and claim bills before payment and ensure compliance with Financial Regulations and procedures, and donor requirements.
5. Co-sign cheques and disburse working advances and expenses immediately after withdrawing from bank.
6. Assist and train township personnel/ fields staffs regarding compliance of MRCS financial regulation and financial guidelines.
7. Assist and train township personnel/ Field staffs to do proper recording and reporting of expenses in accordance with MRCS donor guidelines and filling of office related documents.

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8. Review the expenses of township and provide feedback to concerned township personnel/ field staff whenever necessary.
9. Monitor working advances of staff and report delays in clearing off advances.
10. Maintain cash book, general ledger and other financial records for recording of all financial transactions of program funds by NAV or manually.
11. Obtain bank statements immediately after the end of the month and prepare monthly bank reconciliation statements.
12. Ensure cash liquidity for the program by checking the balance of cash on hand and at bank at least once a week and submit request for funds transfer to HR Finance when the cash and bank balance is low.
13. Prepare monthly financial reports for all program funds in accordance with MRCS procedures and donor requirements and submit to MRCS HQ on/before the 7th day of the following month.
14. Prepare annual financial statements for submission to MRCS HQ and for external audit.
15. Maintain Assets Register for assets purchased with project fund.
16. Manage the program budget and program expenses for all funds and prepare Budget Utilization report at the end of the month.
17. Perform any task assigned by Director of Finance.

Administration Function

18. Properly keep and file all the approved leave request of all staffs.
19. Supervise proper filing and regular checking of program related official office letters from central and state and filing of office related documents in project townships.
20. Ensure thought checking of stock books about LLINs, RDT, anti-malaria drugs, IEC, etc. and counter check with bin card, way bill and actual stock consumption and contract signing of new staffs, ensure all the related detail are in place.

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21. Undertake all administrative duties necessary for the smooth running of the program and perform and task assigned by Programme Manager.

Skills, Competencies and Requirements

- Must be University degree holder
- Must be at least LCCI Level III Certificate holder
- Age under 45 years old
- High Level of Computer skills in MS Excel and Word and others MS Office application.
- Experiences in preparing monthly/ quarterly and annual financial reports.
- Experiences in the use of accounting software will be an asset.
- Experiences in the administrative work of public health.
- At least 2 years professional experience in finance and accounting field.
- Able to write and speak English addition to high level Myanmar language skills.
- Knowledge of communication skill, team building and management, program planning, management, monitoring, evaluation and reporting.
- Knowledge of good communication and cooperation skill in the smooth programmed implementation.
- Effective language proficiency in English, knowledge of local language is desirable.

****Note: Applicants will be needed to send application letter together with CV, passport-size photo, ID Card copy, Household chart, education qualifications and references (PDF Version)**

Head Office:

Branch Office:

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Myanmar Red Cross Society
Razathingaha Road, Dekhinathiri,
Nay Pyi Taw

Myanmar Red Cross Society
No. 121/2, Zay Pine ward,
Khwat Nyo Street Shan State, Taunggyi

(or)

Email: mrcshr.tgi2022@gmail.com

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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