



# Myanmar Red Cross Society

HR- TGI VA No. 006.2- Assistant Field Supervisor



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

## Assistant Field Supervisor

**No. of Post : 1 Post**  
**Report to : Project Officer**  
**Department : Health Department**  
**Project/Program : Community Based Programme for Malaria Prevention**  
**Duty Station : Mawkmai**  
**Grade : C1**  
**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 & 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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*MRCS-UNOPS/GF-RAI4E/Assistant Field Supervisor for Community Based Programme for Malaria Prevention*

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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

Under the supervision of PM and PO/PA, field supervisor is mainly responsible for overall township management and implementation to get maximum effectiveness and achievement of project activities, to maintain good coordination with other stake holders within the township and regular reporting to supervisor by following the framework of the MRCS policies and procedures and in accordance with the fundamental principles of the Red Cross Movements

## Duties and Responsibilities

1. By supervision of field assistants and ICMVs at township and village levels, coordination & collaboration with local authorities at respective village levels, field supervisor must take part and supervise in the implementation of malaria prevention activities to be effective and successful.
2. Assist training officer and project officer at township ICMVs trainings and also must be able to give on job trainings or field site trainings to ICMVs and field assistants whenever required.
3. Visit at least 10 project villages per month as effective monitoring and supervision visits prioritizing difficult to implement villages and closely supervise respective ICMVs in early

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diagnosis and prompt treatment of malaria, stock management of RDTs and anti-malaria drugs, ICMV activities at the village level.

4. Continuously monitor expiring or stock out of RDT and anti-malaria drugs at the case management villages/ICMVs and perform necessary measures to avoid that as much as possible.
5. Plan and organize mobile team activities whenever necessary within the township by coordination and cooperation with respective township health department, township authority and stake holders at township and village level.
6. Regularly check and verify field assistant activities by doing thorough daily report checking and other necessary measures. Submit daily report received status of FAs and send own daily report in time.
7. Responsible for the verification and compilation of carbonless reports from all the case management villages/ ICMVs within the township and report regularly to Township Health Department, Project Officer and M&E Assistant.
8. Submit weekly & monthly report regularly, also monitoring and supervision visit report including standard M&E checklists to Project Officer/Programme Assistant in every month.
9. Collect feedback, suggestions and success stories about the project implementation from the beneficiaries and give analysed report to Project Officer & Programme Assistant occasionally.
10. Continuously monitor and supervise the performance/capacity and activities of the field assistants, give constructive criticism, feedback and provide on the job training to them and ICMVs.
11. Responsible in the management and implementation of village level operations by closely collaboration and cooperation with field assistants and respective program assistants.

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12. Collect, compile, analyse and verify data & information about the project implementation and report weekly to programme assistant and monthly to M&E assistant.
13. Ensure to have good coordination continuously with township medical officer/ township Red Cross committee/ township VBDC team at the respective township level and also with local authorities/ community leaders/other stake holders at the village level.
14. Prepare all the related documents of monthly expenditures and clearance of working advanced and submit in time to Finance Assistant/Admin & Finance Officer in every month.
15. Maintain or keep original/copied documents of programme activities such as LLINs distribution record sheets, Health Education Sessions Attendance List, case management registered report, M&E report, programme report, stock books and any other related files.
16. Responsible for proper stock management of all the related stock at the township & village level.
17. Coordinate and cooperate with township field project assistants in office related work and day to day running of office activities.
18. Must do physical stock count and verification of the LLINs, RDTs, anti-malaria drugs and fixed assets monthly, quarterly, annually and report monthly to PSO/PO with related stock report.
19. Must accompany Central and State level supervisors as well as LFA/UNOPS during their M&E visits to the township and project villages.
20. Perform any other duties as assigned by supervisors and programme manager.

### Skills, Competencies and Requirements

- **Must be a Myanmar National**

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- **Any** Graduate (we will also consider high school level if experience and competencies are good enough)
- Must have at least two years previous relevant working experience in the related fields at INGOs/NGOs
- Must be good at interpersonal skills including coordination and communication skills
- Must have proven track record of field supervision, data management and leadership skills
- Willingness and be able to travel too hard to reach remote areas, can also work overtime outside the office hours and whenever required
- Must be initiative, creative and have independent problem solving skills in the implementation of programme activities at the township and village level
- Having excellent knowledge of local language and able to speak Shan/PaOh language is highly preferable
- Good knowledge of Microsoft word, excel and power point is desirable
- Having excellent knowledge of local language and able to speak Shan/PaOh language is highly preferable
- Good knowledge of English is an asset

**\*\*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)to:**

**Head Office:**

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

**Branch Office:**

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

**(or)**

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Email: [mrcshr.tgi2022@gmail.com](mailto:mrcshr.tgi2022@gmail.com)

For more information and application, please visit to the [www.redcross.org.mm](http://www.redcross.org.mm)

**Only short-listed candidates will be contacted for a personal interview.**

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