



Myanmar Red Cross Society

HR- TGI VA No. 014.3 – Project 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.

Project Officer

- No. of Post** : 1 Post
- Report to** : Senior Programme Officer and Programme Manager
- Department** : Health Department
- Project/Program** : Community Based Programme for Malaria Prevention
- Duty Station** : Taunggyi / Namsang
(Can be stay 2 weeks in Taunggyi, 2 weeks in Namsang)
- Grade** : D1
- 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,

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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

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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 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 senior program officer and program manager, project officer is responsible for overall township management in implementing malaria prevention & elimination activities in project townships to get maximum effectiveness and achievement 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. Responsible for overall township management and implementation of all the programme activities in assigned townships by closely cooperating and collaborating with programme assistants.
2. Manage & supervise village level operations like continuous LLINs Distribution, health education sessions, case management activities to be implemented by township field staffs & ICMVs and on job training should be given whenever necessary to township staffs and ICMVs.

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3. Must continuously monitor respective township level operations to get maximum effectiveness of the program activities with real quality and correctness and sustainability of the benefit for the beneficiaries at the implementation sites.
4. Closely supervise and assist township field supervisors in overall programme management and implementation within the respective townships.
5. Perform ongoing review, analysis, verification and quality assurance of data reported from the field staffs, encoding of data collected, compiling of the data in the format approved by PM/Senior Program Officer.
6. Provide feed-back and give necessary training to field staffs regarding data recording and collection, quality assurance, reporting and supervision of ICMVs at the village level.
7. Perform effective monitoring and supervision field visits to the project townships minimum 2-3 townships a month with at least 4 villages per township during the visit
8. Give feedback, recommendations and necessary action plan to the respective township staffs and provide analyzed supervision visit report with proper recommendations to PM/Senior Programme Officer 2-3 days after every visit.
9. Ensure township field assistants are regularly going to all the assigned case management villages to closely supervise the ICMVs on monthly basis and as required.
10. Responsible for reviewing, verification, quality assurance and analysis of activity reports and monthly program reports of respective township field staffs and provide feedback/ recommendation/ suggestion to them accordingly.
11. Must find out the challenges, difficulties, constraints and problems encountered by township field staffs and ICMVs during the implementation and management of the programme at the respective townships as well as village levels.

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12. Submit thoroughly reviewed, analyzed and combined program report of the respective townships with proper recommendations to the Senior Programme Officer every 2 weeks and monthly to PM and as required.
13. Ensure the program activities meet the target and comply with performance framework and work plan of respective project townships.
14. Ensure regular getting of monthly and quarterly thorough combined stock report of LLINs, RDTs, anti-malaria drugs, IEC materials from townships staffs and make sure all the stock are matched with physical verification result at respective townships..
15. Ensure respective township field staffs make proper stock management and regular updating of stock book, bin card, stock card, physical verification record of all the related stock at the townships and villages level.
16. Ensure getting and maintaining of strong coordination with township red cross committee including TMOs, local authorities, community leaders and other stake holders at the township and village levels.
17. Can work overtime outside the office hours and on weekends according to programme requirement.
18. Perform any other task assigned by Senior Programme officer and Programme Manager.

Skills, Competencies and Requirements

- Any Health related University Degree Holder preferably M.B.B.S (or) Any Graduate Level
- Minimum two or three years of experience in malaria presentation program or health related field in INGOs/NGOs/MRCS
- Experience in planning, project management, financial management and reporting in implementing malaria preventing activities
- Having knowledge of local language is desirable

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- Effective communication of English and Myanmar
- Strong leadership skill, coordinate on and interpersonal communication skill and must also be obedient, trustworthy and reliable
- Able to independently undertake capacity building activities for field staff with various levels of technical skills and by own initiative
- Able to coordinate with the related stake holders at the township and village level to get effective implementation
- Should have demonstrated experience in verification and compiling data, performing data quality assurance and reporting
- Can work outside the office hours, on weekends or as required by the program
- Well-developed computer skills, with demonstrated competence in Excel, Word, and Power point (English and Myanmar)
- Understanding of the Red Cross Movement and willingness to actively promote Red Cross fundamental principles

****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. 121/2, Zay Pine ward,
Khwar Nyo Street Shan State, Taunggyi**

(or)

Email: mrcshr.tgi2022@gmail.com

For more information and application, please visit to the www.redcross.org.mm

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

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