



Myanmar Red Cross Society

HR-HQ VA No. 051 – Assistant Program Support 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.

Assistant Program Support Officer

- No. of Post** : 1 Post
- Report to** : Information Management (IM) Coordinator
- Department** : Secretary General Office, Information Management and Technology Unit
- Duty Station** : NayPyiTaw/Yangon
- Grade** : D-1
- Benefits** : Salary + Insurance + Transportation Allowance + Health Benefit Allowance + Supplementary Allowance + Training + Travelling Allowances + Casual Leave + Quarantine Leave + Earned Leave + Medical Certificate Leave + Maternity Leave + Home Leave + Substituted Leave + Paternity Leave + Compassionate Leave + Blood Donation Leave

Application Period : 11-April-2024 to 25-April-2024, 16:30

Background of the Department

Information Management & Technology Unit (IMT Unit) was established on October 2020 under management of Secretary General Office (SG Office). The main purpose is to strengthen the quality and timeliness of information for data-driven decision making and the effective development and humanitarian policy, strategy, and planning through a coordinated approach that builds on relevant existing information systems. **IMT unit** will build upon relevant information systems that are currently in place in Myanmar to promote improved coordination, standardization and sharing information resources among the various departments and humanitarian partners of MRCS.

Purpose of the Position

The **Assistant Program Support Officer** will support in all aspects of administration, financial management, human resources management, and logistics procurement management of IMT Unit activities under direct supervision of the coordinators. He/She will support to coordinate with related Departments/ Units of MRCS, in carrying out responsibilities.

"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-GRC/Assistant Program Support Officer for NayPyiTaw/Yangon/SG Office, IMT Unit (11/4/2024)*



Myanmar Red Cross Society

HR-HQ VA No. 051 – Assistant Program Support Officer



Duties and Responsibilities

Office Administration

1. Prepare to submit approval of IMT Unit all activities such as, quarterly plan of action, approval for each activity line and follow-up until getting final approval.
2. Assist to prepare monthly/quarterly/yearly reports including to combine reports from IT/IM team and to finalize by the guidance of Head of Unit.
3. Be responsible to prepare daily attendance list, monthly duty list of IMT Unit and to follow up and keep record of staff leaves.
4. Maintain/check/update the stock list/asset list of IT equipment, Network devices, office equipment and stationery with a systematic record.
5. Keep/maintain all records and documents of the IMT Unit in proper manner in line with systematic filing system.
6. Responsible for the information on office register and office order.
7. Assist and performing on special events of organization at assigned roles, collaboration with IMT Unit members.
8. Be responsible to register, monitor, check and update for IMT Unit's asset list on purpose of audit inspection.
9. Be responsible to carry out administrative related tasks for IM/IT training and trip.

Financial Management

10. He/She will be responsible to prepare quarterly budget and plan of action, monthly working advance (WA) request and submit to respective budget holders and MRCS EC's approval.
11. Prepare and follow-up financial management process of IMT unit all activities including cash withdraw process, keep all bills and vouchers of the expenditure for each activity, and prepare financial reports.
12. Assist to Head of Unit (HOU) to monitor activity implementation and budget utilization such as monitoring quarterly plan of action, keep record the expenses of each activity and maintained budgeting document.

"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-GRC/Assistant Program Support Officer for NayPyiTaw/Yangon/SG Office, IMT Unit (11/4/2024)



Myanmar Red Cross Society

HR-HQ VA No. 051 – Assistant Program Support Officer



Logistics Management

13. Prepare and follow-up logistics procurement process of IT equipment and other IMT activities.
14. Be responsible to carry out related tasks for IM/IT training and other activity trip including logistics arrangement and financial management.
15. Ensure all expenditure is in line with all donor requirements and relevant MRCS internal policies and procedures.

General

16. Coordination with respective person from State/Region Red Cross Supervisory Committee, and branches for administrative and logistics arrangement purpose of IM training/IT trip and other necessary support.
17. Perform others complementary tasks which will be defined by HOU.

Skills, Competencies and Requirements

- **Must be University Graduated**
- Minimum two years of experience in administration, logistics and financial management in **preferable program support related field**
- Working experience in IT related field and experience in report writing
- Proven computer skills (MS word, Excel, Power Point) in both Myanmar and English language
- Strong communication and interpersonal skills
- Ability to manage the under stress working condition
- Ability and willingness to perform assigned tasks and duties under time pressure
- Detail oriented and ability to travel anywhere in short notice
- Moderate command of English and Myanmar especially in translating, including written, spoken and typing
- 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 and Red Cross Volunteers who meet the job requirements are preferred

"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-GRC/Assistant Program Support Officer for NayPyiTaw/Yangon/SG Office, IMT Unit (11/4/2024)*



Myanmar Red Cross Society

HR-HQ VA No. 051 – Assistant Program Support Officer



****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.

Email: mrcshrrecruitment@redcross.org.mm (or)

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

Branch Office:

Myanmar Red Cross Society
No. 42, Red Cross Buildings, Strand Road,
Botahtaung Township, Yangon. (or)

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

"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-GRC/Assistant Program Support Officer for NayPyiTaw/Yangon/SG Office, IMT Unit (11/4/2024)*