



Myanmar Red Cross Society

HR-VA No. 012 – Branch Development Assistant



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

Branch Development Assistant

No. of Post	: 1 post
Report to	: Branch Development Officer
Department	: Organizational Development Department
Duty Station	: NayPyiTaw/Yangon
Grade	: C-1
Benefits	: Salary + Insurance + Monthly Allowances + Periodic Allowances + Training + Communication Charges + Travelling Allowances + Casual Leave + Quarantine Leave + Earned Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave+ Paternity Leave + Compassionate Leave + Blood Donation Leave
Application Period	: 29-January-2026 to 12-February-2026, 16:30 p.m.

Brief Intro About Department or Program: Myanmar Parliament enacted Myanmar Red Cross Law in August 2015 and its rules in 2019 November. Since then, an Organizational Development process has been initiated in MRCS to adjust to the current legal base and changing working context such as further strengthening of the auxiliary role, governance, management and leadership development, decentralization, review of policies and frameworks, changes of the branch structure and adjustment of the volunteer management system and so forth. Organizational Development (OD) Department is taking responsibilities of the organization's development in the areas of supporting foundation and legal base development and its implementation, branch development, volunteer and youth development, organization's PMER, and operationalizing MRCS resilience framework. The Branch Development Program is to support MRCS Organizational Development Department in the development of well function Branches in order to enhance Branch's capacity to improve the situation of the most vulnerable. Primarily, the Branch Development coordinator shall coordinate, support and monitor the implementation of the MRCS Strategic Plan with special emphasis on the MRCS and ICRC's Branch Development and Capacity Building Program.

"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-ICRC/Branch Development Assistant for OD Dept/NPT/YGN (29/1/26)



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Purpose of the Position: Branch Development Assistant is the person who support to follow up this action plan, planning the activities, coordinating with the different stakeholders (Branch, RCEC, HQ other departments) so as to implement them accordingly and reporting monthly the activities achieved.

Duties and Responsibilities:

Organizational Development

1. Support the facilitation of Branch Organizational Capacity Assessment (BOCA) at Branches to undertake regular assessment of its strengths and weaknesses at Branches by using the BOCA tools.

Branch Development

2. Assist in implementing the Branch Development Strategy and Branch Development Packages based on MRCS Branch Development Model.
3. Support the Branch Development Team to coordinate with Township/ District/ and States & Regions branch leaders to carry out planned activities.
4. Support the arrangement of capacity-building training and provide logistical arrangements for branch leaders and volunteers.
5. Support logistical arrangements of planned branch development activities.

Coordination and Cooperation

6. Promote communication between branches and MRCS programs and projects.
7. Support community engagement and collaboration with partners when needed.

Monitoring and Reporting

8. Support the Branch Development team to monitor the effectiveness and efficiency of branch development activities and impact.
9. Assist the Branch Development Officer to prepare the quarterly work plan, log-frame, budgeting, regular monthly progress reports to the Branch Development Coordinator.

Financial Management

10. Assist the Branch Development Officer to submit the quarterly budget and assist to monitor the progress of the budget expenses and activities.
11. Ensure documentation of activities (attendance list, training photos, training reports).
12. Support compliance with MRCS procedures and donor requirements.

General

13. Ensure other duties assigned by Director and Dy Director.

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Skills, Competencies and Requirements:

- Must have passed the Matriculation Examination and be currently attending a recognized University
- Preferred University Degree graduate
- Minimum 1-2 years' experience in related field
- Knowledge of organizational development concepts and youth development concepts
- Knowledge of Project Cycle Management
- Knowledge of Financial Management and administration
- Well-developed computer skills (apply Excel, Word and Power point – English and Myanmar) and online application measures
- Strong skill in report writing with numerical recording detail and ability to meet deadlines
- Excellent Communication Skills (verbal and non-verbal) and intermediate English language skill
- Ability to travel anywhere at short notice
- Ability to work well in a team and dealt with stressful situation
- 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
- **Red Cross Volunteers and females are encouraged to apply**

****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 Tsh, Nay Pyi Taw

Yangon Office:

Red Cross Building

Yangon

Email: mrcshrrecruitment@redcross.org.mm

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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