



Myanmar Red Cross Society

HR-VA No.017.1 – Senior Monitoring and Reporting Officer (Seconded Staff)



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

Senior Monitoring and Reporting Officer (Seconded Staff)

- No. of Post** : 1 post
- Report to** : Country Representative
- Department** : German Red Cross Delegation Office in Myanmar
- Duty Station** : NayPyiTaw/Yangon
- Grade** : E-2
- 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** : 18-March-2026 to 1-April-2026, 16:30 p.m.

Brief Intro About Department or Program: Operating within one of the world’s most complex humanitarian landscapes, this program seeks to institutionalize and mainstream Anticipatory Action (AA) within the Myanmar Red Cross Society (MRCS) to mitigate the compounding impacts of climate hazards and protracted crisis. As Myanmar faces extreme vulnerability to cyclones, floods, and heatwaves—exacerbated by a 7.7 magnitude earthquake in early 2025 and a surge in internal displacement—traditional reactive response is no longer sufficient to meet the needs of the 21.9 million people currently in crisis. By leveraging Partner National Society (German Red Cross), the project focuses on transitioning from hazards specific protocols to an operational, conflict-sensitive program that utilizes impact-based forecasting to trigger early actions. Through strengthening Emergency Operations Centres (EOCs) and mainstreaming AA into local branch structures the main outcome of this initiative is to capacitate The Myanmar Red Cross Society (HQ and branches) to independently and sustainably implement anticipatory action ahead of predictable hazards, including in hard-to-reach areas, fragile and conflict-affected contexts, through flexible, scalable, inclusive, and effective systems, and actively contributes to embedding anticipatory action within national frameworks. aims to empower the MRCS to act independently before the disasters,

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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-GRC/Senior Monitoring and Reporting Officer (Seconded Staff) for GRC Delegation Office in Myanmar/NPT/YGN (18/3/2026)



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protecting lives and livelihoods in vulnerable and at-risk areas where humanitarian access is most needed.

Purpose of the Position: The Senior Monitoring and Reporting Officer (Seconded Staff) is a position that has an employment contract with Myanmar Red Cross Society (MRCS) and is seconded to German Red Cross (GRC) Country Office in Yangon. The position leads the GRC country office on monitoring and reporting management of the Anticipation project and activities supported by the country office according to MRCS, GRC and Donor policies and requirements, according the approved project proposals and logical framework. The Senior Monitoring and Reporting Officer supports GRC and Back-Donor monitoring and reporting requirements of ongoing projects by consolidating progress and annual reports in English language for relevant departments, in particular the Department for Disaster Management (DM). He/she is thus an integral part of the GRC Team and provides significant support to both GRC and

Duties and Responsibilities:

Project monitoring and reporting

1. Support GRC in elaboration and consolidation of activity tracking sheets, beneficiary counting, reports, monthly, bimonthly, quarterly, and annual progress reports for ongoing the MRCS/GRC Anticipation project according donor requirements. Ad-hoc reports on specific topics might be requested.
2. Coordinate and facilitate support in monitoring and reporting, based in the established PMER Framework standards and guidelines and templates.
3. Provide appropriate guidance and/or advice and/or feedback to 'the program/project teams m monitoring and reporting according MRCS, GRC and donor requirements.
4. Support regular on-site monitoring and reporting of project activities together with project staff through field visits/ Anticipation simulations, technical workshops and forums, joint-implementation, {if-required), survey, questionnaires, interviews, and other monitoring tools, as relevant.
5. Prepare power-point presentations, summaries, consolidation diagrams and similar as required according to donor requirements.
6. Work with the GRC Office finance staff (especially finance manager) for appropriate reporting as well as carry out follow-up actions as necessary.

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7. Support the GRC Country Office in identifying and analysing risks/ challenges/ issues faced by projects or project teams to ensure appropriate solutions and support as needed.
8. Look for opportunities of synergy and innovation in the existing projects monitoring and reporting standards and provide support together with the respective team/s.
9. Participate in meeting, workshops, forums, working groups, other events as relevant.
10. Collecting and analysing data to monitor progress, assess impact, and identify areas for improvement.
11. Participate in the quality control of all plans and reports within assigned programs and projects, ensuring adherence to relevant standards and formats.
12. Work with MRCS staff in collecting and analysing data to monitor progress, assess impact, and identify areas for improvement.
13. Provide guidance and support to program and project staff in applying monitoring tools and tracking progress.
14. Analyse monitoring data and identify trends, challenges, and successes.

Capacity Development

15. Support institutional capacity building of MRCS related to monitoring and reporting.
16. Together with the GRC Country Office supports MRCS emergency response during any future disaster/s by collaborating and assisting the MRCS and collaborating with other partners as required.
17. Participate in meetings, calls related to emergency response as needed.

Coordination and Cooperation

18. Ensure a respectful and collaborative relationship is maintained with MRCS, Red Cross Movement Partners, community members, etc.
19. Closely coordinate with the technical officers from other departments and units for day-to-day management of the department.

General

20. Participate in GRC Unit meetings and contribute to team discussions.
21. Maintain accurate and up-to-date records of activities.
22. Perform other related duties assigned by GRC Country Office.

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Skills, Competencies and Requirements:

- **Must be University Degree Graduate in Social Science, Public Administration or equivalent professional qualification**
- Minimum 3 to 4 years of relevant experiences in related community-based programs including monitoring, reporting and provision of technical support
- Strong report writing and communication skills in English language
- Relevant training in disaster management/ disaster risk reduction and/or disaster response
- Ability to coordinate and collaborate with internal (Red Cross) as well as external stakeholders
- Interpersonal and communication skills
- Ability to manage multiple priorities and to work under pressure with tight deadlines
- Self-supporting in computers (Windows, Office 365)
- Willingness to travel frequently to remote and earthquake-affected areas
- 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

**No.42, Strand Road, Botahtaung Township,
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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