



# Myanmar Red Cross Society

HR-VA No.009.1 – Field PMER 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.

## Field PMER Officer

- No. of Post** : 1 post
- Report to** : PMER Coordinator
- Department** : Operations Management Unit
- Program/Project** : Myanmar Health, Preparedness and Response Project
- Duty Station** : Pakokku
- Grade** : D-1
- Benefits** : Salary + Insurance + Monthly Allowances + Periodic Allowances + Accommodation Allowance + Travelling Allowances + Training + Communication Charges + Casual Leave + Quarantine Leave + Earned Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave + Paternity Leave + Compassionate Leave + Blood Donation Leave
- Application Period** : 3-March-2026 to 17-March-2026, 16:30 p.m.

**Brief Intro About Department or Program:** Since 2017, Myanmar Red Cross Society has focused on increasing its engagement in Rakhine state through immediate, medium and long-term support to people affected by communal violence, Arm Conflict, and Natural Disasters with the support of IFRC, ICRC and other PNS. MRCS is establishing an Operational Management Unit to undertake community resilience programmes, emergency response interventions (conflict and disaster), early recovery activities, livelihood restoration, and primary health care services across Rakhine, Chin, Sagaing, and Magway States/Regions. The program will strengthen the Myanmar Red Cross Society’s (MRCS) capacity to engage communities in resilience programming, Emergency Response, and early recovery intervention through learning by doing, on-job training, and awareness building.

Myanmar Red Cross Society is now responding to Mine Risk Education Program all over the country and preparing for recovery actions in selected areas: As Operations Management Unit is taking responsibility to implement the conflict-affected areas such as Rakhine, Chin, Sagaing, Magway and Mandalay State/Region.

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*Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality*

MRCS-NRC/Field PMER Officer for OMU/Pakokku(3/3/26)



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**Purpose of the Position:** To support the operations by coordinating and implementing Planning, Monitoring, Evaluation, and Reporting (PMER) activities at the field level. The **Field PMER Officer** ensures timely and accurate reporting, tracks progress against targets, and supports evidence-based decision-making by collecting and managing data in line with MRCS and donor standards.

## **Duties and Responsibilities:**

### **Emergency Response and Operations Management**

1. Support the MRCS in conducting emergency needs assessments and surveys as well as establishing or refining selection criteria of people to be reached.
2. Support the MRCS in identification, selection and revalidation of people to be reached, and in designing appropriate relief programmes to meet the needs of the affected population
3. Support implementation and monitoring of distribution of cash and voucher assistance (CVA) and/or in-kind relief under operation response. Includes supporting the collection, collation, and analyses of distribution data, and prepare reports to contribute towards production of timely and accurate reports for the MRCS and donors.

### **Monitoring and Data Collection**

4. Monitor the implementation of field activities against set indicators and timelines.
5. Develop and use data collection tools (e.g., checklists, forms, mobile tools) to gather field-level data.
6. Conduct regular monitoring visits to project sites and work with volunteers and staff to validate and verify data.
7. Provide technical support to staff and volunteers on data collection, analysis, and reporting.

### **Reporting**

8. Compile, review, and submit timely and accurate weekly, monthly, and situation reports from the field.
9. Produce qualitative and quantitative updates on field activities, outputs, and challenges.
10. Ensure all reports comply with MRCS and donor reporting templates and standards.
11. Document lessons learned, best practices, and success stories from field activities.

### **Evaluation and Learning**

12. Support the planning and coordination of mid-term reviews, post-distribution monitoring (PDM), and final evaluations.
13. Participate in needs assessments, beneficiary feedback processes, and after-action reviews.

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14. Help to track implementation of recommendations from monitoring visits, reviews, and evaluations.

## Accountability and Learning

15. Promote Community Engagement and Accountability (CEA) by supporting complaint and feedback mechanisms.
16. Ensure that community voices are reflected in reporting and program decision-making processes.
17. Contribute to knowledge-sharing and capacity-building activities for staff and volunteers in PMER practices.

## General

18. Ensure all activities are carried out in accordance with MRCS values, policies, and procedures relevant to the success of the operation.
19. Maintain strong coordination and communication with township branches, field staff, and the PMER team at HQ.
20. Perform any other duties assigned by the HQ PMER Manager or Field Operation Manager.

## Skills, Competencies and Requirements:

- **Must be University Degree Graduate**
- Minimum two years of experience in working with social/ NGO/ INGO environment and relevant field
- Experiences of Planning, Monitoring, Evaluation and Reporting in community development programs
- Proven experience in report writing in English, with experience working and coordinating with international and national partners
- Experience of working with communities in conflicts/disasters
- Excellent computer (Microsoft package) and data management skills
- Ability to manage and prioritize multiple tasks, takes initiative, work well in a team and live-in stressful situations
- Ability to work effectively with the two ethnic communities in the state and international staffs
- Flexibility under pressure and in response to changing needs
- Good interpersonal skills and ability to operate in a complex emergency environment
- Equity, vulnerability, and effectiveness and efficiency in the use of resources

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- Knowledge on community-based development programming and/or emergency response
- Ability to travel project site, camp and village
- Interest in learning about the Red Cross/Red Crescent Movement
- Ability for follow Red Cross (7) Fundamental Principle, 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/ 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.**

**Email: [mrcshrrecruitment@redcross.org.mm](mailto:mrcshrrecruitment@redcross.org.mm)**

**Yangon Office:**

**Red Cross Building**

**No.42, Red Cross Building, Strand Road,  
Botahtaung Township, Yangon. (or)**

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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