



Myanmar Red Cross Society

HR-VA No. 022 – Field Operation Manager



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 Operation Manager

- No. of Post** : 3 posts
- Report to** : Deputy Director (EQ Response)
- Program/Project** : MRCS Earthquake Response & Relief Operation
- Department** : Mandalay Earthquake Relief and Recovery Operation (ERRO) Team
- Duty Station** : Mandalay/Sagaing/Naypyitaw
- Grade** : F-1
- Benefits** : Salary + Insurance + Monthly Allowance + Periodic Allowance + 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 + Accommodation
- Application Period** : 3-March-2026 to 9-March-2026, 16:30 p.m.

Brief Intro About Department or Program: The Earthquake Operation under the Myanmar Red Cross Society (MRCS) is a dedicated emergency response initiative designed to address the urgent humanitarian needs resulting from the recent earthquake that has impacted multiple regions across Myanmar. Coordinated with support from both domestic and international partners, the operation aims to provide timely and effective assistance in key sectors such as shelter, health, water and sanitation, livelihood recovery, and protection services. **The Earthquake Operation is managed under the Mandalay Earthquake Relief and Recovery Operation (ERRO) Team**, working in close collaboration with MRCS internal departments, branches, volunteers, and communities to ensure a well-coordinated, people-centered response aligned with MRCS’s strategic priorities and operational guidelines.

Purpose of the Position: The purpose of this position is to support the implementation and coordination of Earthquake Operation activities in the assigned area(s). The staff member will work closely with MRCS branches, relevant departments, Red Cross Volunteers, affected communities, and partners to ensure effective planning, execution, monitoring, and reporting of operational activities. The role also includes contributing to needs assessments, facilitating community engagement and accountability, and supporting data collection and documentation to enhance program quality and impact. This position is critical to ensuring that MRCS delivers principled, timely, and high-quality humanitarian assistance to people affected by the earthquake.

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

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Duties and Responsibilities:

Programme Management

1. Provide overall leadership and management which are including project formulation and implementation to monitoring and evaluation. Ensuring that the project is carried out in accordance with project documents, Cooperation Agreement between MRCS and partners, as well as MRCS policies, strategies and procedures, and donor requirements.
2. Ensure systematic collection of relevant data for monitoring and evaluation of progress, its outputs and impact.
3. Undertake regular field visits in order to monitor and assess the progress of implementation. Compare plans with achievements, evaluate success of work and develop necessary adjustments, recommendations and follow up activities of implementing activities.
4. All others complementary tasks which will be defined by the Director and Deputy Director of Operation.
5. Attend and contribute to face to face biannual and annual report meetings with the donors and country representative.
6. Lateral Relations and teamwork with respective State/ Regions Red Cross Supervisory Committee and Township Red Cross Branches.
7. Ensure understanding of roles, responsibilities, relationships with volunteers, accountabilities and teamwork.
8. Responsible for all aspects of planning, budgeting, programme management and implementation of the project/ program activities.
9. Regular reviews of the quality of programme activities and report to Deputy Director.
10. Implement the follow up activities of review, evaluation and senior management recommendations.
11. Perform any other tasks assigned by senior management.

Financial Management

12. Responsible for annual and quarterly budget preparation, budget validation, and detail break down of budget.
13. Regular monitoring of budget and expenditure utilization and variance.
14. Ensure that project funds are spent according to the project objectives, MRCS financial management guidelines and donor requirements.
15. Coordinate with the MRCS HQ Finance Department on timely and accurate submission of financial reports and transfers' requests to respective partners.

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Staff Management, Participation and Supervision

16. Lead, guide and supervise the work of the project staff including township levels.
17. Organise work responsibilities to ensure individual staff's clear and unambiguous understanding of their obligations, role and contribution to achieve the project objectives and outputs.
18. Convene regular working meeting with the program and project staff, analyse the training needs of staff and build capacities of staff in project management, report writing and other relevant areas as feasible.
19. Support sharing of knowledge and information among staff involved in the project to create an enabling environment for capacity building among staff.
20. Supervise and manage project staff performance, providing probationary performance review and yearly performance appraisals of staff.

Coordination and Collaboration

21. Ensure that the project components and approaches are harmonized and aligned with National Disaster Risk Management contexts, MRCS Strategic Plan, resilience framework, and plans of action.
22. Ensure regular collaboration and coordination with Disaster Risk Management and supporting departments.
23. Develop and maintain a professional relationship with all MRCS Departments, delegates and technical advisors/consultants working with MRCS.
24. Develop and maintain strategic relationships with the key organisations including government and other organisations in Myanmar and participate in forums and meetings to foster collaboration with relevant organisations and agencies.
25. Represent and promote MRCS at relevant national and regional forums and public events.
26. Negotiation and Mobilizing with State/ Regions, Township Red Cross Branches.
27. Liaise, coordinate and cooperate with Red Cross Red Crescent partners as well as relevant national & international organizations and stakeholders active in the field of Early Warning Early Action/Anticipation on aspects of FbA and to promote the integration of FbA mechanisms into the national system.
28. Participate in and contribute to national and regional dialogue platforms that serve to exchange lessons learned with other FbA-projects in the region. Monitoring, Evaluation and Reporting.
29. Regular monitoring of indicator tracking table, and quality of services together with MRCS PMER.
30. Submit monthly/quarterly/inter-medium and annual narrative report to Director and Country Representative of GRC.

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31. Ensure timely and accurate preparation and submission of annual and quarterly plans of actions with estimate budget to the GRC.
32. Supervise and lead programme monitoring, review and evaluation activities including baseline data collection, review and evaluation.
33. Compile and evaluate reports received from /projects, identify problem areas, document findings of studies and prepare recommendations for implementation of necessary activities, procedures or other changes in the program.

Monitoring, Evaluation and Reporting

34. Conduct regular monitoring exercises by using indicator tracking table and quality of services.
35. Conduct regular monitoring of budget utilisation rate together with Finance Officer.
36. Conduct regular monitoring of stock position in relation with Program Support Officer and Admin Officer.
37. Submit monthly progress reports and annual report which includes activities done, challenges, expenses and financial situation to Programme Manager and DRC delegate.
38. Ensure that lessons learnt are well documented and shared with relevant stakeholders and users in PMER process.
39. In case of emergency, submit report to National Head Quarter in urgent manner.
40. Prepare and submit reports to direct supervisor after attending the meetings/ workshop/ seminar/ training.

Skills, Competencies and Requirements:

- **Must be University Graduate**
- Post graduate degree in Social Sciences/ Development Studies are preferred
- Minimum 5 years work experience in project/programme management with proven competences in planning, implementation, monitoring and reporting and in budget control
- Relevant experience in the field of Disaster Risk Management; Familiarity with Early Warning Early Action/Anticipatory Humanitarian Action is an advantage
- Experience in the application, implementation and reporting of international donors funded programmes are preferable
- Should have good communication and coordination skills with internal and external partners
- Demonstrated skill in analytical and strategic thinking
- Experience in facilitation of trainings and workshops
- Must have good communication skill including interpersonal skill, planning, monitoring, supervising, reporting and self-management

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- Must have strong coordination, negotiation and collaboration
- Effective Computer skill (MS Office package)
- Ability to travel anywhere at short notice and handle high stress and tight deadlines
- Excellent command of English and Myanmar especially in translating, including written, spoken and typing
- 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

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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