



Myanmar Red Cross Society

HR-VA No.023 – 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** : Field Operation Manager
- Program/Project** : MRCS Earthquake Response & Relief Operation
- Department** : Mandalay Earthquake Relief and Recovery Operation (ERRO) Team
- Duty Station** : Mandalay
- Grade** : D-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: To support the Earthquake Response and Relief Operation 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.

"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-IFRC-EA(Mdy)/Field PMER Officer for ERRO Team/Mandalay(3/3/26)



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Duties and Responsibilities:

Planning and Coordination

1. Work closely with operation teams to ensure integration of PMER activities into field operations.
2. Support field teams in preparing detailed implementation plans (DIPs), logical frameworks, and indicator tracking tools.
3. Participate in coordination meetings and contribute to planning sessions at field and township levels.

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.
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

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General

18. Ensure all activities are carried out in accordance with MRCS values, policies, and procedures.
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 relevant to the success of the operation.

Skills, Competencies and Requirements:

- **Must be University Degree Graduate** in Social Sciences, Development Studies, Statistics, or related field
- Minimum 2-years experiences in PMER, reporting, or Humanitarian Project Monitoring, preferably in emergency response settings
- Well-developed computer skills, with demonstrated competence in Excel, Word and Power point (English and Myanmar)
- Strong interpersonal, analytical, and communication skills
- Willingness to travel frequently to remote and earthquake-affected areas
- Good 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

Email: mrcshrrecruitment@redcross.org.mm

Yangon Office:

Red Cross Building

No.42, Strand Road, Botahtaung Township,

Yangon

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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