



Myanmar Red Cross Society

HR-VA No.024- Results-Based Management/Data 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.

Results-Based Management/Data Officer

No. of Post	: 1 post
Report to	: RBM Coordinator
Program/Project	: MRCS Earthquake Response & Relief Operation
Department	: Secretary General Office, PMER Unit
Duty Station	: Naypyitaw/Yangon
Grade	: D-2
Benefits	: Salary + Insurance + Monthly Allowances + Periodic Allowances + Training Communication Charges + Travelling Allowances + Casual Leave + Quarantine Leave + Earned Leave + Medical Certificate Leave + Maternity Leave + Home Leave + Substituted Leave + Paternity Leave + Blood Donation Leave + Compassionate Leave
Application Period	: 3-March-2026 to 9-March-2026, 16:30 p.m.

Brief Intro About Department or Program: Myanmar Red Cross Society (MRCS) is volunteer-based humanitarian organization committed to serving the most vulnerable communities across the nation. Guided by its Strategic Plan (2021-2025), MRCS aims to ensure quality, accountability, and transparency in all activities. **The Planning, Monitoring, Evaluation and Reporting Unit**, restructured in 2021 under the direct supervision of the Deputy Secretary General (Program Services), plays a crucial role in monitoring, evaluation, and reporting on organization initiatives.

The **PMER Unit** is now responsible for three key areas;

- Planning, Monitoring, Evaluation, and Reporting (**PMER**)
- Community Engagement and Accountability (**CEA**), including the functioning of the community feedback mechanism
- Protection, Gender, and Inclusion (**PGI**)

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**

"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(EQ)/PMER Unit/RBM Data Officer (3/3/26)



Myanmar Red Cross Society

HR-VA No.024– Results-Based Management/Data Officer



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 Results-Based Management (RBM) / Data Officer is responsible for the implementation of results-based management processes within the Planning, Monitoring, Evaluation, and Reporting Unit. The RBM/Data Officer will work closely with all the PMER focal across the organization and project teams, to ensure the functioning of the Results-based management system with all the departments, units, and state and regional MRCS committees. This role plays a critical part in promoting Results-based Management and a culture of evidence-based decision-making and learning within the organization.

Duties and Responsibilities:

Planning, Monitoring and Reporting

1. To assist RBM Coordinator to implement a results-based management system as well as tools to support the planning, monitoring, and evaluation of programs and projects as well as all the assistance done by Red Cross Volunteers themselves.
2. To support the data collection methodologies and tools, ensuring data quality and accuracy.
3. Ensure all data are collected in time and the qualities of collected data are verified and checked through random verification.
4. To collaborate with project teams to define program outcomes, outputs, and indicators that align with organizational strategic goals and donor requirements.
5. To facilitate strategic planning of the organisation and support each department or unit for its own individual departmental plan.
6. Ensure all periodical quality reports are produced.
7. To support the development of donor reports and ensure compliance with reporting requirements.
8. To assist to transform a paper-based report system to an online computerized reporting one.

Evaluation and Data Management

9. To assist to analysis and interpretation of monitoring and evaluation data to assess program performance, identify trends, and generate insights and recommendations for program improvement.
10. To facilitate learning and knowledge sharing by capturing and disseminating best practices, lessons learned, and success stories.

"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(EQ)/PMER Unit/RBM Data Officer (3/3/26)



Myanmar Red Cross Society

HR-VA No.024– Results-Based Management/Data Officer



11. To collaborate with external partners and stakeholders to align monitoring and evaluation practices and promote coordination and learning.
12. To assist and manage data collection and data management process in project areas, ensuring quality data is collected and stored.
13. Ensure project/program document are stored securely and regularly backed up following data protection best practice, including hard copy and electronic/ soft copy documents.
14. To contribute to and support periodic project assessment such as knowledge (KAP) surveys, post distribution monitoring surveys, need assessments.

Capacity Building

15. To provide technical guidance and capacity-building support to staff in the development of logical frameworks, performance measurement frameworks, and monitoring and evaluation plans.
16. Work with PMER coordinator and Branch Development team to build the capacity of Red Cross Volunteer on monitoring and evaluation and reporting.

Staff Management

17. Ensure daily basis staff management according to MRCS staff policies and regulations.
18. Ensure staff are equipped with technical knowledge through online job training and/or mentoring them if necessary

General

19. Work with other PMER HQ staff to produce requested data and information from the stakeholders of the organization.
20. To contribute to the development and implementation of the PMER Unit's annual work plan.
21. To assist other unit staff quarterly in working advanced and detailed calculations of each activity and settling all financial claims in accordance with the rules and regulations of the financial procedure.
22. Work with CEA experts to ensure that CEA component is mainstreaming at the organization.
23. To perform any other relevant duties and responsibilities assigned by PMER Manager.

Skills, Competencies and Requirements:

- **Must be University Degree Graduate**
- Minimum two to three years of experience in a related field, preferably in a development or humanitarian organization
- Strong Communication skills, particularly in reporting in English

"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(EQ)/PMER Unit/RBM Data Officer (3/3/26)



Myanmar Red Cross Society

HR-VA No.024– Results-Based Management/Data Officer



- Efficient capacity building and delivering of training sessions (particularly on M&E, Project cycle management and other related subjects)
- Strong interpersonal skills and high coordination skills with the ability to work in a multicultural and multidisciplinary cultural setting
- Data analysis and interpretation, using statistical software or tools (Excel and/or SPSS and Stata)
- Proven ability to manage multiple tasks, meet deadlines, and adapt to changing priorities
- Familiarity with relevant sectoral or thematic areas of MRCS
- Previous work experience with MRCS
- Excellent command of English and Myanmar especially in translating, including written, spoken and typing
- Ability to travel anywhere at short notice and handle high stress and tight deadlines
- 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.

"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(EQ)/PMER Unit/RBM Data Officer (3/3/26)