



Myanmar Red Cross Society

HR-VA No.025 – Assistant Command and Control 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.

Assistant Command and Control Officer

No. of Post	: 1 post
Report to	: Program Coordinator
Department	: First Aid and Safety Services Department
Duty Station	: Naypyitaw/Yangon
Grade	: D-1
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	: 4-March-2026 to 18-March-2026, 16:30 p.m.

Brief Intro About Department or Program: First Aid is the backbone and integral component of the Myanmar Red Cross Society. The Myanmar Red Cross Society First Aid and Safety Services activities for the Red Cross Brigadiers had started in through the St. Johns Ambulance service programme in 1972 and had re-oriented and set up the new First Aid and Community Based First Aid (CBFA) programme since 1996 and safety services activities started in 2012.

Purpose of the Position: Ambulance Service is one of the most important key activities of MRCS. The rate of traffic related accidents is raising when using vehicles is also increasing on the road than before. Other medical evacuation needs are also rising everywhere. Ambulance and First Aid service has been providing the people who need First Aid and medical evacuation as voluntary service to get healthcare in time and not to be unnecessary suffering.

The Assistant Command and Control Officer will ensure to assist office work and all activities are implemented in line with the project goal, objectives and output indicators. The Assistant Command and Control Officer will be based in Yangon and will work under the direct supervision of the Director of First Aid and Safety Services Department.

"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

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Duties and Responsibilities:

Controlling

1. Control and arrange the attendance of the staff by recognized MRCS rules.
2. Arrange the daily attendance of the staff (drivers and Red Cross Volunteers) at First Aid Posts and report to the department in time.
3. Control and deal with the damage of the setting tools and machines in the Emergency Ambulance Command and Control Centre.
4. Control the damage of the First Aid Posts and ambulances as least as possible.

Monitoring, Reporting, Co-ordination and Financial

5. Coordinate with the other departments to the First Aid Posts and ambulances under the Command and Control Centre for conducting activities smoothly.
6. Monitor and redirect the emergency and illness cases to the respective First Aid Posts for quick and immediate responses.
7. Record the daily activities and actions of the Command and Control Centre at all times.
8. Report to the authorized people if any special or unusual cases are informed to the Command and Control Centre.
9. Report and coordinate with the admin department for any administrative and reporting aid and also with the First Aid & Safety Services Department for any technical aids are for the Command and Control Centre and First Aid Posts.
10. Associate and conduct the monthly activities of the First Aid Posts and emergency ambulances in advance.
11. Plan for requesting the monthly expenses of the Command and Control Centre and First Aid Posts to the respective departments.
12. Monitor the financial clearance for the monthly expenses of the First Aid Posts and ambulance in time.
13. Monitor and direct the systematic keeping methods of the records of the patients, fuel and vehicles fixing charges for First Aid Posts.
14. Submit monthly reports of the First Aid Posts and emergency ambulances directly to the Admin Department and copy to the First Aid & Safety Services Department.
15. Always keep in touch with the drivers and Red Cross Volunteers at First Aid Posts and inform the strengths and weaknesses to the department.
16. Give full coordination in conducting the humanitarian responses and activities (Yangon/ Naypyitaw) by Myanmar Red Cross Society.

Office and Admin

17. Assist in preparation of meeting, workshops and trainings whenever necessary.

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18. Maintain operation team fixed assets and non-fixed assets list registration and update on time.
19. Manage the ordering, storage and distribution of IEC materials based on requirements.
20. Conduct any other duties assigned by the Department.

Skills, Competencies and Requirements:

- **Must be University Degree Graduate**
- **Must have completed First Aid Instructor Training**
- At least 1-year experience working in range of organizations and with national and international working experience
- Broad admin and office support experience
- Demonstrated ability to work within a team
- Experience in using common computer software, internet access and Presentation skill
- Effective communicator with good time management
- Effective communication skills both in Myanmar and English
- Willingness to travel frequently to remote and earthquake-affected areas
- 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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