



Myanmar Red Cross Society

HR-VA No.027 – Program Field 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.

Program Field Officer

No. of Post	: 1 post
Report to	: Program Coordinator
Department	: Disaster Management Department
Program/Project	: Risk Awareness and Safer Behaviour (RASB) Program
Duty Station	: Taunggyi
Grade	: D-1
Benefits	: Salary + Insurance + Monthly Allowances + Periodic Allowances + Training + Communication Charges + Travelling Allowances + Casual Leave + Quarantine Leave + Home Leave / Earned Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave+ Paternity Leave + Compassionate Leave + Blood Donation Leave + Accommodation
Application Period	: 10-March-2026 to 17-March-2026, 16:30 p.m.

Brief Intro About Department or Program: People living or returning to the Mine/UXO-affected areas in Myanmar are fully aware of danger posed by Mines/UXOs, and they implement and promote safe behaviour in regard to the Mine/UXO problem. MRCS has the required expertise, tools, organization and resources to deliver good quality risk education and incident surveillance activities to people living in weapon contamination affected areas in Kachin, Shan and Kayin, as well as in Kayah, Bago, Mon and Tanintharyi region.

Risk Awareness and Safer Behaviour (RASB) Program has two main activities:

- a) **Risk Awareness and Safer Behaviour Training** for Red Cross Volunteers, Basic Education School Teachers, Community Based Organization Members and Health Staffs.
- b) **Risk Awareness and Safer Behaviour Session and Campaign** for Communities level.

Purpose of the Position: Program Field Officer Support for planning, implementation and monitoring of MRCS Risk Awareness and Safer Behaviour (RASB) activities in Myanmar. RASB activities started in 2015, in cooperation with the ICRC, and currently implementing in Kachin, Kayah, Kayin, Mon,

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"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"

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Shan, Tanintharyi and Bago, with Staff/RCVs safety activities in risk areas. The RASB has regular contacts and exchange with the ICRC WeC department and Program Coordinator.

Duties and Responsibilities:

Program Implementation

1. Regularly brief and update to Program Coordinator on the implementation status of RASB activities at state/regions level.
2. Attend and represent MRCS at local Explosive Ordinance Risk Education (EORE) coordination meeting, especially in the areas where there is no Program Coordinator.
3. Support to state/region level review meeting, training and developing of work plan budgeting and reporting.
4. Conduct Risk Awareness and Safer Behaviour (RASB) awareness sessions for local affected communities and also on First Aid and ERT trainings.
5. Closely coordinate with the Red Cross Volunteers (RCVs) for Risk Awareness and Safer Behaviour (RASB) activities in community level.
6. Strong coordination and communication with state red cross supervisory committee, branches and RASB HQ team.
7. Ensure the implementation of Risk Awareness and Safer Behaviour (RASB) activities in state/region be conducted in line with international mine action standards.
8. Ensure that program implementation is in line with MRCS strategy, policies and the red cross fundamental principles, prevention of fraud and corruption guidelines, staff regulations and code of conduct.

Monitoring and Data Collection

9. Monitor the implementation of field activities against set indicators and timelines.
10. Conduct monitoring trips to program/project areas; collect data according to RASB/WeC monitoring template and report to Program Coordinator accordingly.
11. Support the planning and coordination of mid-term reviews, annual reviews and evaluations.
12. Prepare to collect data of active Red Cross Volunteers (RCVs)' list and monthly Risk Awareness and Safer Behaviour (RASB) activities, and submit to Program Coordinator.

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Financial and Reporting

13. Prepare and submit regular working advance requests, clearance and financial report in timely manner.
14. Prepare and submit monthly activities report including next month plan to Program Coordinator.

General

15. Conduct duties assigned to Southern Shan State and Kayah State.
16. Conduct any other relevant duties assigned by direct supervisor and Disaster Management Department.

Skills, Competencies and Requirements:

- **Must be University Degree graduate**
- Minimum 1 year of Non-Profit Organization
- Very good project planning and reporting experience
- Basic technical knowledge of Weapon Contamination and Mine Action activities
- Must respect local traditional customs
- Strong negotiation and interpersonal communication skill
- Ability to manage multiple priorities to meet deadlines and adhere to program schedule
- Effective computer skills as well as Microsoft word, excel and power point are desirable
- Effective local language skills
- Perform related duties as assigned by director
- Excellent command of English and Myanmar especially in translating, including written, spoken and typing
- Ability to follow Red Cross (7) fundamental principles, 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/Red Crescent is preferred
- **Red Cross Volunteers and females are encouraged to apply**

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****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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