



# Myanmar Red Cross Society

HR-VA No.028- Protection Gender and Inclusion (PGI) 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.

## Protection Gender and Inclusion (PGI) Officer

No. of Post	: 1 post
Report to	: PGI Coordinator
Department	: Planning, Monitoring, Evaluation and Reporting (PMER) Unit
Program/Project	: MRCS Earthquake Response and Relief Operation
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 + Substituted Leave+ Paternity Leave + Compassionate Leave + Blood Donation Leave

**Application Period** : 11-March-2026 to 18-March-2026, 16:30 p.m.

**Brief Intro About Department or Program:** The Planning, Monitoring, Evaluation and Reporting (PMER) Unit, restructured in 2021 under the direct supervision of the Deputy Secretary General (Program Services), plays a crucial role in monitoring, evaluating, and reporting on organizational initiatives. As per the directive of the Executive Committee, the Protection, Gender, and Inclusion (PGI) section has been integrated into the PMER unit under the Secretary General Office, effective February 2025.

The PMER Unit is now responsible for three key areas;

- Planning, Monitoring, Evaluation, and Reporting (PMER)
- Community Engagement and Accountability (CEA)
- Protection, Gender, and Inclusion (PGI) – The PGI Section specifically ensures the dignity, access, participation, and safety (DAPS) of all people we serve, focusing on the needs of those most at risk.

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

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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 Protection Gender and Inclusion (PGI) Officer operate mainly for the mainstreaming of Protection, Gender, and Inclusion within MRCS policies, strategies, programs, and partnerships. This role ensures that all MRCS staff, volunteers, and programs uphold PGI principles, foster an inclusive environment, and strengthen the resilience and dignity of affected communities. The PGI Officer will provide technical and institutional supports, capacity building, and follow the operational guidance on PGI issues and work closely internal departments from Head quarter and branches, and stakeholders.

## **Duties and Responsibilities:**

### **Institutional Strengthening and Coordination**

1. Support the PGI Coordinator/Supervisor for leading the integration of PGI across MRCS strategic plans, organizational policies, and programs.
2. Serve as the MRCS technical focal point on PGI matters/Disability Inclusion, providing assistance to leadership and technical teams.
3. Participate PGI forums, protection clusters, and Movement coordination platforms.
4. Foster strong collaboration with local CBOs, CSOs, Women led organization, IFRC, ICRC, Partner National Societies, UN agencies.

### **Technical Support and Mainstreaming**

5. Ensure technical guidance are applied on PGI Minimum Standards across all programs and emergency operations.
6. Ensure assessment, analysis, and use of Sex-, Age-, and Disability-Disaggregated Data (SADDD).

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7. Support the development, adaptation, and dissemination of PGI tools, guidelines, and training modules.
8. Promote the incorporation of safeguarding and Protection Against Sexual Exploitation and Abuse (PSEA) across MRCS actions.

## **Capacity Building and Training**

9. Organize and facilitate trainings, awareness sessions, and technical coaching for MRCS staff, volunteers, and community leaders.
10. Build branch-level capacities for PGI mainstreaming, risk identification, and referral system.
11. Support the integration of PGI into Community Engagement and Accountability (CEA) mechanisms.

## **Monitoring, Evaluation and Learning and Reporting**

12. Monitor PGI indicators are getting well and integrate PGI considerations into monitoring and evaluation process.
13. Support and conduct PGI-focused assessments, impact surveys, and learning reviews.
14. Document and share lessons learned, best practices, and innovations to enhance future programming.

## **Operational and Emergency Response**

15. Ensure PGI is prioritized and systematically integrated into disaster preparedness, response, and recovery activities.
16. Operates strategies and action plans for PGI in emergencies, including support for survivors of GBV and other at-risk groups.
17. Support for safe referral pathways in coordination with relevant agencies. Compliance & Documentation.

## **Compliance & Documentation**

18. Ensure that all reports and plans are aligned with MRCS policies, donor requirements, and international PGI standards.
19. Maintain an organized database of reports, assessments, and evaluation findings for easy reference.
20. Contribute to PGI-related policy development and revisions to improve efficiency and effectiveness.
21. All others complementary tasks which will be defined by the line manager.

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## Skills, Competencies and Requirements:

- **Must be University Degree graduate**
- Academic qualification or equivalent professional training in Gender, development, social work, legal and human rights
- Previous professional experience in capacity building, training facilitation, and organization strengthening
- Minimum 2 years of progressive professional experience in Protection, Gender mainstreaming, Disability inclusion
- Demonstrated experience in applying humanitarian protection/gender/accessibility standards and guidelines in a range of contexts
- Basic understanding of PGI issues in emergencies contexts
- Strong knowledge of PGI concepts, standards, and mainstreaming strategies
- Strong skill in assessment and analysis
- Good attitude toward gender diversity and disability
- Culturally competent with excellent ability to work effectively as part of multicultural teams and engage in respectful, considerate manner with local staff and communities
- Strong interpersonal and communication skills and computer literacy
- Well organized, efficient, with excellent attention to detail and ability to meet deadlines
- Ability to travel anywhere at short notice
- Ability to work well in a team and dealt with stressful situation
- Ability to manage and priorities multiple tasks, take initiative and solving problem
- 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](mailto:mrcshrrecruitment@redcross.org.mm)**

For more information and application, please visit to the [www.redcross.org.mm](http://www.redcross.org.mm)

**Only short-listed candidates will be contacted for a personal interview.**

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