



Myanmar Red Cross Society

HR-VA No. 035 – Audit 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.

Audit Officer

No. of Post	: 1 post
Report to	: Senior Audit Officer
Department	: Internal Audit Department
Program/Project	: MRCS Earthquake Relief and Recovery 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	: 25-March-2026 to 30-March-2026, 16:30 p.m.

Brief Intro About Department or Program: Since 2012, the Society was aware that internal audit for various department and various services of the MRCS is important to show the Society's accountability and transparency to partners and stakeholders. In 2017, the Executive Committee members' green light to recruit an Internal Audit team. This audit team will responsible to check for all transactions and compliance of MRCS activities under the direct supervision of the Executive Committee.

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.

"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 (HQ)/Audit Officer for Internal Audit Department/NPT/YGN (25/3/26)



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Purpose of the Position: The **Audit Officer** of Internal Audit has the responsibility to follow the audit team of MRCS Programmes and services. The Audit Officer will support and assist the audit team or work independently under the supervision of the Senior Audit Officer of Internal Audit. The Audit Officer will assist the Senior Audit Officer of Internal Audit in providing independent and objective assurance and advisory services that assess and analyse the effectiveness and adequacy of MRCS's internal controls, in accordance with the Institute of Internal Audit (IIA) standards. The audit will be financial audit, compliance audit, and performance audit.

Duties and Responsibilities:

Planning

1. Assist in the reviewing process of monthly, quarterly and annual plan and budget.
2. Assist in reviewing process of budget in accordance with guidelines and procedures.
3. Assist in preparing annual audit plan and individual audit plans.
4. Assist in reviewing and revising the Audit Plan at the end of each quarter.

Execution

5. Implement the Audit Plan under the direction of the Senior Audit Officer of Internal Audit.
6. Assist in preparing a risk-based audit program for the audit.
7. Perform the audit work independently or with the audit team.
8. Open and review audit working papers and analyse and summarize audit observations.
9. Assist and participate in fact-checking the draft report with the auditee before submission of the finalized report.

Reporting and Monitoring

10. Submit the audit report to the Senior Audit Officer of Internal Audit.
11. Assist and Report the monitoring of management's response and implementation of audit recommendations and submit to Senior Audit Officer of Internal Audit.

General

12. Ensure Internal Audit remains effective, credible, and focused on areas of most significance.
13. Good professional relationship with the staff of audited program/project.
14. Coordinate coverage with the external auditors, and ensure that each party is not only aware of the other's work but also well briefed on areas of concern.

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Duties applicable to all staff:

1. Actively work towards the achievement of MRCS goals.
2. Abide by, and work in accordance with the Red Cross and Red Crescent Fundamental Principles and other Movement policies.
3. Respect and adhere to MRCS Code of Conduct.
4. Perform other related duties assigned by the Manager of Internal Audit or Initial Supervisor.

Skills, Competencies and Requirements:

- Any Bachelor with LCCI level 3, diploma in accounting and/ or auditing is an asset
- Minimum 2 years audit experience
- Ability to travel anywhere at short notice and handle high stress and tight deadlines
- Significant knowledge and experience of audit procedures, including planning, techniques, tests and sampling methods
- Comply with audit ethics
- Knowledge of computerized accounting and auditing record keeping systems is an asset
- Competency in MS Office applications
- Build excellent working relationship with internal and external partners
- Fluent in spoken and written Myanmar and English
- 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**
- Applicants are required to fully comply with MRCS staff regulations, the organization's code of conduct, PSEA policy, child safeguarding standards, anti-fraud and corruption measures, equal opportunity principles, and all other zero-tolerance policies and procedures.

"We strive to advance diversity and gender equality across our organization and strongly encourage applicants from diverse backgrounds 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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