



Myanmar Red Cross Society

HR-VA No.032 – Admin Assistant



Myanmar Red Cross Society (MRCS) is volunteer based humanitarian organization throughout the whole country acting with and for the most vulnerable at all times.

Admin Assistant

- No. of Post** : 1 post
- Report to** : Senior Administrative Officer
- Department** : Humanitarian Values & Communication Department
- Program/Project** : MRCS Earthquake Response & Relief Operation
- Duty Station** : Naypyitaw/Yangon
- Grade** : C-1
- 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 + Compassionate Leave + Blood Donation Leave

Application Period : 20-March-2026 to 25-March-2026, 16:30 p.m.

Brief Intro About Department or Program: Humanitarian Values & Communication are promoting the understanding and respect for the Red Cross Principles, emblem, humanitarian values, International Humanitarian Law, and develop a culture of non-violence and peace within the country. To strengthen the role of all members, staff, volunteers, and youth in undertaking humanitarian diplomacy to support vulnerable people in Myanmar. And also to strengthen Communication capacity at all levels to ensure effective and smooth communication, information and reporting in both emergency and normal times.

Project/Program Background: 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**

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Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality

MRCS-IFRC-EA(HQ)/Admin Assistant for HV&Com/NPT/YGN (20/3/26)



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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: Within the framework of the MRCS policies and procedures and in accordance with fundamental principles of the Red Cross Movement, the **Admin Assistant** will be responsible for working under the strategic direction of the Society's information. He/She will follow up the admin & finance procedure and good cooperation with MRCS different departments.

Duties and Responsibilities:

1. Admin Assist will follow up the admin & finance procedure/reports of the department.
2. Maintain records documents, reports of the department.
3. Review and discuss the activities conducted and the following-up in the weekly coordination meeting.
4. Keep all bills and vouchers of the expenditure for each activity, the monitoring activities and prepare check/prepare financial reports of the Department Activities.
5. Prepare monthly Working Advance (WA) request and submit to respective budget holders/MRCS Finance Department according to Director and Deputy Director guidelines/approval.
6. Maintain the stock list of communication equipment, office equipment, IEC stocks with a systematic record.
7. Maintain all records and documents of the related field conducted in proper manner.
8. Disseminate knowledge about the Red Cross and Red Crescent Movement, it's Fundamental Principles to increase understanding on the National Society and the Red Cross Movement as a whole.
9. Coordinate with other departments to integrate admin works.
10. Carry out any other tasks as assigned by the Director of Humanitarian Values and Communication.

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Skills, Competencies and Requirements:

- **Must be University Degree Graduate**
- University students with admin experience is preferred
- At least 1 years working experience in related field
- Good interpersonal skills and cultural and politico-social sensitivity
- Good Computer literacy (Word, Excel, PowerPoint, PageMaker etc.)
- Working at times, under tight deadlines
- Qualified and well experienced in admin and finance
- Ability to build good working relationships with internal and external partners
- Good interpersonal skills
- Ability to build excellent working relationships with internal and external partners
- Excellent command of English and Myanmar especially in translating, including written, spoken and typing
- 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

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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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