



# Myanmar Red Cross Society

HR-VA No.033 – Sr. Hygiene Promotion Coordinator



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

## Senior Hygiene Promotion Coordinator

<b>No. of Post</b>	<b>: 1 post</b>
<b>Report to</b>	<b>: WASH Manager</b>
<b>Department</b>	<b>: Health Department</b>
<b>Program/Project</b>	<b>: MRCS Earthquake Response &amp; Relief Operation</b>
<b>Duty Station</b>	<b>: Naypyitaw/Yangon (Frequent travel to project areas)</b>
<b>Grade</b>	<b>: F-1</b>
<b>Benefits</b>	<b>: 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</b>

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

**Brief Intro About Department or Program:** MRCS Health program is based on MRCS Strategic Plan, MRCS Health Strategy and policy. The goal of the program is to reduce mortality and morbidity related to priority communicable diseases and the impact of public health emergencies and disasters, and promotes health and sanitation by improving the capacity of communities and Red Cross branches. MRCS continues to engage several community-based programmes with the support from Red Cross movement partners and the interventions undertaken are aimed at improving the resilience of vulnerable communities towards occurring risks (health risks and future disasters).

**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,

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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 Senior Hygiene Promotion Coordinator is responsible to support the MRCS in developing HP strategies, guidelines and plans for the WASH programmes being implemented by the organization in close coordination with the WASH Manager. The responsibility of developing, preparing and archieving HP tools and IEC materials of the MRCS falls on the Senior HP Coordinator as a focal point for WASH in development.

## **Duties and Responsibilities:**

### **WASH Unit Development**

1. Develop the HP strategies, guidelines and plans for the WASH programmes in coordination with the WASH Manager.
2. Assist in developing Operational Framework of the WASH Unit, based on the MRCS WASH Unit strategic direction, including the WASH Unit HR structure, in line with MRCS Strategy
3. Assist to develop MRCS WASH Unit minimum standards in coordination with WASH Unit Members together with technical support from IFRC and PNSs. The WASH Unit minimum standards will comprise standard drawings for hardware, minimum approaches on software and cross cutting issues, based on national standards, and national and international best practice.
4. Aid to develop a ‘knowledge bank’ for MRCS WASH Unit, that includes best practice examples from IECs, various drawings and resource materials from MRCS as well as other National Societies / IFRC / ICRC

### **Development WASH**

5. Act as a focal point for WASH in development especially in Hygiene Promotion.
6. Responsible for developing WASH in development strategy.

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7. Assist the WASH portions in the MRCS programs/projects to ensure the quality implementation of Hygiene Promotion activities within the required timeframe and budget, in line with agreed standard by the MRCS WASH Unit.
8. Collective development of new project proposal for WASH at country level in line with MRCS WASH Strategy.
9. Identify and develop systems for updated information sharing, extracting lessons learnt among MRCS WASH programs, monitoring and supervision and provision of technical support.
10. Develop, prepare and archive community-based HP programs (catch-up program for children for example), tools and IEC materials of different hygiene aspects in a proactive and innovative approach.
11. Assure capacity building of the staff and volunteers in Hygiene Promotion.
12. Ensure cross cutting issues, such as PGI and CEA are appropriately incorporated in all HP programming.

## Emergency WASH

13. Review MRCS WASH Unit capacity for HPiE responses and the effectiveness of current and recent work being implemented in the country.
14. Develop, prepare and archive Hygiene Promotion in Emergency activities, tools and IEC materials of different hygiene aspects in a proactive and innovative approach. This includes developing HP Boxes.
15. Ensure that emergency response equipment is being updated and at the ready to be deployed.
16. Initiate the emergency WASH assessment in full coordination with relevant departments and stakeholders.
17. Urgent development of necessary HPiE crash course for emergency response if necessary.
18. Arrange adequate training for RCV and Staff on HPiE, MHM and other relevant knowledge

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and skills including developing database for the trained RCV and staff.

19. Review current MRCS' WASH related NFIs such as hygiene kits, MHM kits etc and develop contextualised kits based on different practices.
20. Ensure minimum standards for PGI and CEA are incorporated in all eWASH programming.

## **Coordination and Cooperation (Internal and External)**

21. Coordination with Director of Health Department, Deputy, WASH Manager and the team to ensure timely effective and efficient implementation of the Hygiene Promotion activities and response.
22. Ensure the close coordination of Water, Sanitation and Hygiene team and integrated activities at head quarter and field level as well as other departments.
23. Act as a focal point and link with Movement Partners, National WASH Cluster, Governments and other WASH actors for Hygiene Promotion initiatives and movements.
24. Coordinate and provide support to Movement WASH partners to ensure global coherence of the methodology used and share on Information, Education and Communication (IEC) tools development. Foster a co-creative environment with colleagues in the Region and with National Societies including actors in the relevant external environment.

## **Reporting and Financial Management**

25. Work closely with PMER to develop "SMART" HP indicators, provide quality and timely reporting for Hygiene Promotion activities.
26. Regular monitoring of expenditure to ensure realistic forecasting and avoid over and/or under spend.
27. Work closely with Finance to address any budget with Financial, Balance and Working Advance (WA) management issues such as developing budget, preparing WA request, clearing WA within the time limit and monitor WA clearance at the end of the month.
28. Ensure every project expenditure is in line with all donor requirements and relevant MRCS financial regulations and procedures.

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## Skills, Competencies and Requirements:

- **Must be University Degree Graduate**
- Degree/Certificate in Water Sanitation and Hygiene is preferable; degree in Civil Engineering, Public Health, Environment and relevant university degree are also preferred
- Experience in related community-based WASH projects and/or emergency WASH minimum 3 to 5 years' experience in the field of water, hygiene and sanitation field
- Experience knowledge of PHAST/CHAST and Community-Led Total Sanitation methods and knowledge of Integrated Water Resource Management (IWRM)
- Experience in project management, team building, problem solving methodology, financial management and reporting skills
- Well-developed computer skills, with demonstrated competence in Excel, Word and Power point (English and Myanmar)
- Able to travel frequently to program sites with short notice
- Strong skill in coaching, mentoring, training
- Practical approaches working with volunteers, communities, youths
- Ability to work with local authorities, volunteers, youth and the management of State/Division and Townships Red Cross Committee
- Fluent in both written and spoken Myanmar and English
- Knowledge of other (ethnic) languages is an asset
- Willingness to travel frequently to remote and earthquake-affected areas
- Ability to 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:**

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**Head Office:**

**Myanmar Red Cross Society**

**Razathingaha Road, Dekhinathiri Tsh,  
Nay Pyi Taw**

**Email: [mrcshrrecruitment@redcross.org.mm](mailto:mrcshrrecruitment@redcross.org.mm)**

**Yangon Office:**

**Red Cross Building**

**No.42, Strand Road, Botahtaung Township,  
Yangon**

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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