



# Myanmar Red Cross Society

HR-VA No.041 – Assistant IT 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.

## Assistant IT Officer

<b>No. of Post</b>	<b>: 1 post</b>
<b>Report to</b>	<b>: IT Officer</b>
<b>Department</b>	<b>: Information Management &amp; Technology Unit</b>
<b>Duty Station</b>	<b>: Naypyitaw/Yangon</b>
<b>Grade</b>	<b>: D-1</b>
<b>Benefits</b>	<b>: Salary + Insurance + Monthly Allowances + Training + Communication Charges + Travelling Allowances + Accommodation Allowance + Casual Leave + Quarantine Leave + Earned Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave + Paternity Leave + Compassionate Leave + Blood Donation Leave</b>
<b>Application Period</b>	<b>: 18-April-2026 to 2-May-2026, 16:30 p.m.</b>

**Brief Intro About Department or Program:** The **Information Technology Unit** plays a central role in ensuring reliable and secure digital infrastructure for MRCS operations. The Unit manages core IT systems, servers, and communication networks, supporting both emergency response and day-to-day activities. IT provides technical support, oversees hardware and software maintenance, and strengthens cybersecurity. The Unit also develops digital solutions that improve coordination, efficiency, and connectivity across offices. By building staff and volunteer capacity and aligning with modern technologies, IT contributes to sustainable, resilient, and future-ready systems for MRCS.

**Purpose of the Position:** **Assistant IT Officer** is responsible for the IT Maintenance & administration work of Myanmar Red Cross Society Yangon Branch Office. Frequent travels to Naypyitaw Head Quarter Office and will require extensive coordination work with State/Region Branch offices and other project area.

### **Duties and Responsibilities:**

1. Install and configure computer hardware, operating systems, and applications.

**"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/Assistant IT Officer for IMT Unit/NPT/YGN(18/4/26)*



# Myanmar Red Cross Society

HR-VA No.041 – Assistant IT Officer



2. Troubleshoot and resolve system, network, hardware, and software issues.
3. Monitor and maintain IT equipment, servers, and network devices.
4. Provide user support and orientation for existing and new technologies.
5. Assist staff and clients face-to-face or remotely to resolve IT problems.
6. Maintain accurate records of IT assets, software licenses, and related documentation.
7. Carry out other IT-related tasks as assigned by the IT Officer, IT Coordinator, or Head of Unit.
8. Prepare regular progress updates and reports on IT activities.
9. Responsible for record keeping and systematic filing of programme related reports/ original documents/meeting minute.
10. Create a positive and inclusive learning environment that fosters active participation and builds confidence in IT skills.
11. Support conflict management and resolve training-related issues promptly.
12. Ensure training and project targets are met within the specified timelines.
13. Provide quarterly support in calculations and financial claim settlements in line with financial procedures, when required.
14. Any other relevant duties assigned by direct supervisor and Head of Unit.

## Skills, Competencies and Requirements:

- **Must be University Degree Graduate**
- Preferably in Information Technology/Computer Science or relevant field
- At least 2 years working experience in international humanitarian field
- Strong understanding of computer hardware, operating systems, and standard applications
- Good knowledge of networking concepts, protocols, and troubleshooting methods
- Awareness of IT asset management, software licensing, and documentation procedures
- Effective communication skills for supporting users face-to-face or remotely
- Familiarity with IT security practices, backup systems, and data protection
- Capacity to train and guide staff/volunteers in IT system usage
- Ability to work independently and as part of a team under pressure
- Good practice in report-writing

**"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/Assistant IT Officer for IMT Unit/NPT/YGN(18/4/26)*



# Myanmar Red Cross Society

HR-VA No.041 – Assistant IT Officer



- Ability to travel anywhere at short notice and handle high stress and tight deadlines
- Excellent command of English and Myanmar especially in translating, including written, spoken and typing
- 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**
- 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."**

**\*\*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.**

**"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/Assistant IT Officer for IMT Unit/NPT/YGN(18/4/26)***