



# Myanmar Red Cross Society

HR-VA No.046 – Safety and Security 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.

## Safety and Security Officer

- No. of Post** : 1 Post
- Report to** : Safety and Security Management Focal Person
- Department** : Secretary General Office
- Program/Project** : Mandalay 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 Deadline** : 20-April-2026 to 25-April-2026, 16:30 p.m.

**Brief Intro About Department or Program:** The MRCS mission statement was also reviewed and updated which states are developed safe and resilient communities through integrated community-based initiatives, promoting humanitarian values by resourceful branches and the network of volunteers and members and play an auxiliary role to the State in humanitarian field through strong legal base. At the same time, safety and security of the Red Cross staff and Volunteers are also need to be prioritized as an important aspect or value of the National Society. MRCS staff benefit package consists of paid-medical, annual and casual leave, insurance, on-duty for training, accommodation allowance and hardship allowance for specific area, training and development opportunities, promotion and management development.

**Purpose of the Position:** Within the framework of the MRCS policies and procedures and in accordance with the fundamental principles of the Red Cross Movement, MRCS ensures the safety and security of the Red Cross staff and volunteers.

The purpose of the **Safety and Security Officer** is to ensure that MRCS Headquarter, Branches, Offices of Projects/ Programs/ Response Operations and RCRC Movements are working within an

**"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)/Safety and Security Officer for SG Office/ NPT/YGN (20/4/2026)*



# Myanmar Red Cross Society

HR-VA No.046 – Safety and Security Officer



environment consistent with accepted minimum safety and security standards. This encompasses the development of safety and security plans and of mainstreaming the individual and collective sense of safety and security awareness and responsibility. The Safety and Security Officer assist to Safety and Security Management Focal Person in the Safety and Security Management Activities to develop the capacities of staff and volunteers around the country for MRCS reputation, program, assets and personnel security related issues.

## Duties and Responsibilities:

### **Planning**

1. Ensuring the confidentiality and integrity of the MRCS is compliance with Fundamental Principle.
2. Support to the line manager to analyze the parameters of the working environment by assessing the nature of the threats and community acceptance in relation to the emergency situation.
3. Collaborate with management and monitoring to develop, prepare, and implement MRCS' Safety and Security Guidelines and Management System.
4. Collect the necessary data and information to develop a comprehensive risk/ threat assessment.
5. Monitor political, social, economic and military situation and identify trends relevant to Safety and Security Situation.
6. Evaluate the effectiveness of Safety and Security Management System.
7. Providing support to the Staff and Volunteers for better understanding of MRCS' Safety and Security Guideline and procedure to promote and ensure a safe working environment compliance with Movement standards.

### **Capacity Development and guideline**

8. Coordinate the Safety and Security Focal Volunteers' network at the State/ Regional levels in accordance with approval and guideline.
9. Support line manager to build the capacity of staff and volunteers aligned with the MRCS Safety and Security Guidelines.
10. Support the training and coaching of safety and security focal volunteers of the States and Regions focusing on enhancing their understanding of security in the Movement, analyzing risk, developing area security plans including contingency planning and, information networks

**"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)/Safety and Security Officer for SG Office/ NPT/YGN (20/4/2026)*



# Myanmar Red Cross Society

HR-VA No.046 – Safety and Security Officer



11. Provide the advisory technical support to the Staff and Volunteers on Safety and Security related matters and Security Risk Management in timely manner.
12. Ensure to organize and arrange Trainings, workshops and awareness sessions concerned with MRCS' Safety and Security Management Activities by preparing the related documents and Logistics arrangement.

## Security Risk Management

13. Ensure to monitor and follow-up on all safety and security incidents that affected to MRCS' Staff, Red Cross Volunteers and properties in the country including Head Quarter, the areas of MRCS field offices and Branches.
14. Ensure all incidents (not only targeted to MRCS but also other incidents) are registered electronically in timely manner.
15. Share environmental security related Information with appropriate levels in the organization.
16. Facilitate to ensure the incident report is timely submitted by the Headquarter and field offices as well as respective Branches. And ensuring to follow up with the concerned staffs, line managers as well as Branches that the incident report is submitted.
17. Ensure the incident report are timely reported to Safety and Security Management Focal Person.

## Accountability

18. Provide timely and effective support to the Safety and Security Management Focal Person and Senior Management (Secretary General Unit), regarding all security related matters.
19. Perform that the MRCS Headquarter, departments, operations, field offices and Branches are supported with timely Security Checklist, Safety and Security Check Report, database registration, analysis and lesson learnt including during and after security incidents, provision of information on security trends, and all proposed actions or measures to improve individual, institutional and operational security.

## Reporting

20. Report to Safety and Security Management Focal Person in time during normal (or) emergency situations.
21. Report to Safety and Security Management Focal Person in time after the trainings, workshops and awareness sessions.

**"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)/Safety and Security Officer for SG Office/ NPT/YGN (20/4/2026)*



# Myanmar Red Cross Society

HR-VA No.046 – Safety and Security Officer



## General

22. Collaborate and assist as responsibilities according to particular roles in the organization development and in the regular events.
23. Performs other related duties as assigned.

## Skills, Competencies and Requirements:

- **Must be University Degree Graduate**
- At least 2-years' experience in the Safety and Security Management
- Knowledge of Financial Management and Logistics Arrangement are preferred
- Skill in report writing with numerical recording detail and ability to meet deadlines
- Proficient in planning, project management, reporting and computer literacy (Windows, and Microsoft Excel, Word and PowerPoint)
- Information Management and Communication Skills, both oral and written and problem-solving skill
- Ability to travel anywhere at short notice
- Ability to work well in a team and dealt with stressful situation
- Good 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**
- 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."**

**"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)/Safety and Security Officer for SG Office/ NPT/YGN (20/4/2026)*



# Myanmar Red Cross Society

HR-VA No.046 – Safety and Security Officer



**\*\*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,  
Nay Pyi Taw.**

**Branch Office:**

**Myanmar Red Cross Society  
No. 42, Red Cross Building, Strand Road,  
Botahtaung Township, Yangon. (or)**

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

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-IFRC-EA(HQ)/Safety and Security Officer for SG Office/ NPT/YGN (20/4/2026)***