



Myanmar Red Cross Society

HR-VA No.- 102.4.25 – Assistant Finance Development 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 Finance Development Officer

No. of Post	: 1 Post
Report to	: Senior Finance Officer
Program/Project	: Mandalay Earthquake Relief and Recovery Operation
Department	: Finance Department
Duty Station	: Naypyitaw/Yangon
Grade	: D-1
Benefits	: Salary + Insurance + Monthly Allowances + Training + Communication charges + Travelling Allowances + Casual Leave + Quarantine Leave + Home Leave/ Earned Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave + Paternity Leave + Compassionate Leave + Blood Donation Leave

Application Period : 2-June-2026 to 16-June-2026, 16:30 p.m.

Brief Intro About Department or Program: A critical success factor for the Finance Department is to help secure, enhance, and maintain the finance capacity required to attain the overall vision, mission and strategic objectives of Myanmar Red Cross Society.

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.

Purpose of the Position: Assistant Finance Development Officer has general responsibility to ensure that the funding is properly managed and to assist in the implementing of project activities within the framework of the MRCS policies, regulations and procedures and in accordance with MRCS Strategic Plan.

"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)/ Assistant Finance Development Officer for Naypyitaw/Yangon/Finance Dept (2/6/26)



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Duties and Responsibilities:

Planning and Budgeting

1. To assist in the preparation of Finance Development Plan of Action.
2. To assist in the preparation of FD Budget.

Training

3. To assist in the preparation of Training Materials (Power points, Hand books, etc.).
4. To collect the recommendations and suggestions from (4) Sections (Budgeting, Treasury, Grants and Compliance and Accounting) to be included in the preparation of the Training Materials.
5. To conduct Procedures Training for Finance and Non-Finance Personnel with the guidance of SFDO.

Bookkeeping Trainings for Branches

6. To assist in the preparation of Training Materials (Questions, Power points, hand books).
7. To prepare necessary documents.
8. Checking financial reports from branches.
9. To contact with branches to send financial reports to HQ.
10. To check financial reports from branches.
11. To contact with branches for the necessary discussions and clarifications.
12. Technical support to branches.

General

13. Ensure the understanding of financial regulations, procurement procedures, checklists and instructions of MRCS.
14. Perform any task allocated by Deputy Director.

Skills, Competencies and Requirements:

- **Must be University Graduate with LCCI Level II (UK)**
- At least 2 years working experience in **finance and accounting field**
- Computer skill in MS Office and accounting software is an asset
- Experience in preparing monthly, quarterly and annual financial reports
- Good command of English and Myanmar especially in translating, including written, spoken and typing
- Ability to travel anywhere at short notice and handle high stress and tight deadlines

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- 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

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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