Myanmar Red Cross Society

HR-VA No.150 – Field CVA and Livelihood 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.

Field CVA and Livelihood Officer

No. of Post	**: 1 post**
Report to	**: Field Operation Coordinator**
Program/Project	**: Mandalay Earthquake Relief and Recovery Operation**
Duty Station	**: Sagaing**
Grade	**: D-1**
Benefits	**: Salary + Insurance + Monthly Allowance + 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 + Accommodation**
Application Period	**: 29-October-2026 to 5-November-2026, 16:30 p.m.**

Brief Intro About Department or Program: The earthquake response in central Myanmar, triggered by a powerful tremor with its epicenter near Mandalay, has generated a severe humanitarian crisis. The earthquake caused widespread damage, severe structural collapse, loss of life, displacement, and critical infrastructure disruption across multiple regions.

The Myanmar Red Cross Society (MRCS) response plan prioritizes life-saving interventions and long-term recovery in the most affected areas, including Mandalay, Sagaing, Naypyitaw, Bago, and Southern Shan. Key immediate sectors include search and rescue, emergency shelter, health, mental health and psychosocial support (MHPSS), and water, sanitation, and hygiene (WASH). The plan transitions into early recovery through multipurpose cash assistance, livelihood restoration, and earthquake-focused Disaster Risk Reduction (DRR) initiatives. By integrating DRR efforts—such as retrofitting infrastructure, promoting safer building techniques, and conducting urban emergency preparedness training—MRCS aims to strengthen community resilience against future seismic events. The Myanmar Red Cross Society (MRCS) is integrating Cash and Voucher Assistance (CVA) into its Earthquake Relief & Recovery Operation to deliver rapid, dignified support to vulnerable households. Building on early experience during Cyclone Nargis—where early livelihood recovery cash transfers succeeded despite initial system challenges—and the recent COVID-19 relief operations in Yangon, MRCS is applying these lessons to provide direct financial assistance for emergency needs, shelter repairs, and small business recovery post-earthquake.

Key Earthquake Operation Activities

- **Emergency Unconditional Cash Grants:** Providing rapid cash support to severely affected households to meet immediate survival needs (food, essential household items, and drinking water) through local markets.
- **Livelihood & Small Business Recovery:** Offering conditional grants to help small traders, artisans, and farmers restart their micro-businesses and restore lost income streams.
- **Market Monitoring & Feasibility:** Continuously assessing local market functionality and financial service provider access in earthquake-impacted zones to ensure cash assistance remains safe and effective.
- **Community Engagement & Accountability (CEA):** Establishing clear feedback mechanisms, complaint channels, and post-distribution monitoring to maintain transparency and community trust.

Purpose of the Position: **The CVA & Livelihood Officer** drives the planning, development, and field implementation of Cash & Voucher Assistance (CVA) and sustainable livelihood initiatives. This position balances technical CVA capacity building and strategic coordination with direct, field-level execution of community assessments, Conditional Cash Grants (CCG), business skill training, and post-distribution monitoring.

Duties and Responsibilities:

Key Responsibilities

1. CVA Strategy, Capacity Building & Governance
2. Support the development, revision, and enforcement of Standard Operating Procedures (SOPs) and technical guidelines for integrated CVA and livelihood programming.
3. Develop training curricula and capacity-building materials to train NHQ departments, chapter staff, and Red Cross Volunteers (RCVs).
4. Oversee adherence to internal CVA SOPs and align program delivery with Cash Working Group (CWG) standards and Red Cross Fundamental Principles.
5. Keep the MRCS Cash-Based Program Preparedness Plan updated.

Livelihood & Community-Level Implementation

6. Contribute to rapid assessments and Integrated Community Assessments for Building Resilience (ICABR) to target project locations and establish beneficiary criteria.
7. Conduct beneficiary household assessments, cross-check selection criteria, and manage targeting for Conditional Cash Grants (CCG), in-kind inputs, or Cash-for-Work projects.
8. Facilitate business skills and technical training for beneficiaries, helping them draft actionable business plans and establish income-generating activities.
9. Manage the delivery and distribution of cash grants and oversee beneficiary-involved procurement processes.

10. Provide continuous coaching to beneficiaries to support productive, sustainable economic activities.

Networking, Service Provider & External Liaison

11. Represent MRCS in Cash Working Groups, external platforms, and technical networks to foster innovation and quality response in Myanmar.
12. Explore, evaluate, and liaise with financial service providers (FSPs) and vendors to establish Service Agreements for expanded operations.
13. Select and engage community members as project mobilizers in non-RCV locations.

Monitoring, Evaluation, & Quality Assurance

14. Establish and maintain an M&E system for cash and livelihood programming in coordination with the PMER Unit.
15. Conduct regular field monitoring, post-distribution monitoring (PDM), and household economy assessments to track log-frame indicators.
16. Facilitate independent evaluations or studies alongside project partners when required.

Program Management, Planning & Reporting

17. Mobilize human and technical resources (e.g., branch & staff) for rapid CVA emergency response.
18. Prepare detailed field work plans, activity budgets, and monthly cash forecasts.
19. Submit timely monthly and quarterly progress reports to the Field Operation Manager.
20. Brief Senior Management on program status, cash preparedness, and strategic needs.
21. Support or temporarily assume duties assigned by the Field Operation Coordinator & ERRO Field Team as needed.

Skills, Competencies and Requirements:

- **Must be University Degree Graduate**
- Minimum 1 year of professional working experience in community-based projects/ program in disaster management, health, organizational development or any related fields
- Proven field experience in CVA modalities (cash/vouchers), household livelihood security, market assessments, and training facilitation
- Familiarity with PDM tools, business plan development, financial service provider mapping, and PMER frameworks
- Strong community engagement skills
- Proficiency in report writing
- Fluency in local languages, and adherence to humanitarian standards and ethics
- Strong interpersonal and communication and coordination skills with internal and external partners

- Well-developed computer skills, with demonstrated competence in Auto CAD, Excel, Word and Power point (English and Myanmar)
- Well organized, efficient, with excellent attention to detail and ability to meet deadlines
- Ability to manage and priorities multiple tasks, take initiative and problem solve
- Able to work well in a team and live in stressful situations
- Ability to manage and priorities multiple tasks, take initiative and problem solve
- Ability to travel anywhere at short notice and handle high stress and tight deadlines
- 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.