Myanmar Red Cross Society

HR-VA No. 152 – Field Operation 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.

Field Operation Coordinator

No. of Post	**: 1 post**
Report to	**: Field Operation Manager**
Program/Project	**: Mandalay Earthquake Relief and Recovery Operation**
Duty Station	**: Nyaung Shwe**
Grade	**: E-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 Allowance**
Application Period	**: 31-October-2026 to 7-November-2026, 16:30 p.m.**

Brief Intro About Department or Program: 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. **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. In response to the March 2025 earthquake in Mandalay, the Mandalay Earthquake Response and Recovery Office (ERRO) has been implementing humanitarian response and recovery programmes across 13 affected townships in the Mandalay Region.

The ERRO is supporting earthquake-affected communities through a wide range of humanitarian programmes, including the provision of emergency and transitional shelter, house repair and reconstruction, water, sanitation and hygiene (WASH) interventions, primary health care services, first aid and psychosocial support, livelihood recovery assistance, climate change adaptation, disaster risk reduction (DRR), preparedness and emergency response initiatives, community resilience strengthening, and capacity development of Myanmar Red Cross Society (MRCS) branches. These interventions are implemented in close coordination with the Myanmar Red Cross Society, local authorities, communities, and humanitarian partners to support the recovery of affected populations and strengthen their resilience against future disasters.

Purpose of the Position: The **Field Operation Coordinator** will support the implementation and coordination of the Mandalay Earthquake Relief and Recovery Operation (ERRO) in line with the operation's objectives and strategic priorities, contributing to the strengthening of MRCS preparedness, emergency response, and recovery capacity at the national, state/regional, and township levels. Based in **Nyaung Shwe**, the Field Operation Coordinator will work under the overall supervision of the Field Operation Manager at the MRCS ERRO Naypyitaw Hub Office. The position is responsible for coordinating and overseeing day-to-day field operations, ensuring the timely, efficient, and quality implementation of humanitarian programmes across the operational areas. The Field Operation Coordinator will work closely with MRCS headquarters, township branches, technical departments, Red Cross Volunteers, affected communities, Movement partners, government authorities, and other relevant stakeholders to ensure effective planning, implementation, monitoring, reporting, and operational coordination of relief and recovery activities. The role will also support multi-sectoral needs assessments, beneficiary targeting and verification, community engagement and accountability (CEA), Protection, Gender and Inclusion (PGI) mainstreaming, operational planning, information management, data collection, documentation, and quality assurance to strengthen programme performance and accountability. In addition, the Field Operation Coordinator will supervise and provide technical guidance to Field Officers and field teams, facilitate cross-sector coordination, monitor operational progress, identify implementation challenges, and recommend appropriate corrective actions to ensure programme objectives are achieved in accordance with MRCS policies, IFRC standards, donor requirements, and humanitarian principles. This position plays a key role in ensuring that the Myanmar Red Cross Society delivers timely, accountable, inclusive, and high-quality humanitarian assistance and recovery support to earthquake-affected communities while promoting resilience, community participation, and sustainable recovery.

Duties and Responsibilities:

Program Management

1. Support the Field Operation Manager in planning, coordinating, implementing, and monitoring the Mandalay Earthquake Relief and Recovery Operation (ERRO) in accordance with the approved operational plans, cooperation agreements, MRCS policies and procedures, IFRC standards, and donor requirements.
2. Coordinate and oversee day-to-day implementation of field activities, including preparation and consolidation of operational work plans, implementation schedules, and field activity plans.
3. Conduct regular field monitoring visits to assess implementation progress, verify the quality of programme activities, identify operational challenges, and recommend corrective actions to the Field Operation Manager.

4. Support the systematic collection, verification, analysis, and consolidation of programme data to facilitate monitoring, evaluation, learning, and evidence-based decision-making.
5. Coordinate with technical sectors, including Shelter, Livelihood, Health, WASH, Disaster Risk Reduction (DRR), PMER, Logistics, Finance, Procurement, and Administration, to ensure integrated and well-coordinated programme implementation.
6. Ensure that programme implementation complies with MRCS operational guidelines, IFRC standards, donor requirements, safeguarding principles, Protection, Gender and Inclusion (PGI), Community Engagement and Accountability (CEA), and relevant humanitarian standards.
7. Supervise, mentor, and provide day-to-day technical guidance to Field Officers and field teams to ensure consistent implementation quality and effective operational performance.
8. Facilitate effective coordination with Township Red Cross Branches, Red Cross Volunteers, local authorities, community leaders, and humanitarian partners to strengthen collaboration and operational effectiveness.
9. Support operational preparedness by coordinating needs assessments, beneficiary selection and verification, field missions, emergency deployments, and response activities when required.
10. Review field reports, monitoring findings, and implementation progress, and provide timely recommendations to the Field Operation Manager for operational improvement and programme quality enhancement.
11. Assist in preparing monthly, quarterly, and final programme reports, operational updates, donor reports, presentations, and other documentation as required.
12. Promote knowledge sharing, lessons learned, and best practices among field teams to improve programme effectiveness, accountability, and continuous learning.
13. Ensure that programme risks, implementation constraints, and operational issues are identified promptly, communicated to the Field Operation Manager, and followed up with appropriate mitigation measures.
14. Perform any other duties assigned by the Field Operation Manager in support of the Mandalay Earthquake Relief and Recovery Operation & Senior Management of MRCS H.Q

Financial Management

15. Support the preparation, implementation, and monitoring of annual, quarterly, and operational budgets, ensuring programme activities are implemented within approved budgets and in compliance with MRCS financial policies, donor requirements, and operational procedures, while promptly reporting any budget variances or implementation challenges.
16. Coordinate with the Finance, Logistics, and Procurement teams to facilitate timely processing of payments, procurement requests, travel advances, and financial documentation for field operations.

17. Verify the completeness and accuracy of supporting documents related to field expenditures before submission to the Finance Department.
18. Support budget forecasting and expenditure tracking by providing regular updates on programme implementation progress and anticipated financial requirements.
19. Monitor the cost-effectiveness and efficient utilization of project resources during field implementation and recommend corrective actions where necessary.
20. Assist in the preparation of financial information and supporting documents required for donor reporting, audits, monitoring visits, and programme reviews.

Staff Management, participation and Supervision

21. Supervise, coordinate, and provide technical guidance, coaching, and performance feedback to Field Officers, field staff, and Red Cross Volunteers, ensuring effective programme implementation, efficient task delivery, and achievement of operational objectives.
22. Support the orientation, induction, and capacity development of Field Officers, volunteers, and newly recruited staff on MRCS operational procedures, humanitarian principles, safeguarding, CEA, and PGI.
23. Facilitate regular coordination meetings with Field Officers and operational teams to review implementation progress, identify challenges, promote teamwork, collaboration, effective communication, knowledge sharing, and agree on appropriate follow-up actions.
24. Review Field Officers' work plans, field reports, and activity outputs, provide objective performance feedback and implementation observations, identify staff capacity-building needs, and recommend appropriate learning and development opportunities to the Field Operation Manager to strengthen individual and team performance.
25. Foster a safe, respectful, and inclusive working environment by ensuring compliance with MRCS policies, the Code of Conduct, PSEA, Child Safeguarding, Occupational Health and Safety, and staff welfare requirements.
26. Perform any other staff supervision and operational management responsibilities assigned by the Field Operation Manager & Senior Management of MRCS H.Q.

Coordination and Collaboration

27. Support the Field Operation Manager and Maintain effective day-to-day coordinating the implementation of earthquake relief and recovery activities with MRCS Headquarters, State/Regional Supervisory Committees, Township Red Cross Branches, and technical departments, local authorities, community leaders, and other humanitarian stakeholders to facilitate smooth programme implementation.

28 Support operational coordination meetings, workshops, trainings, and operational briefings, technical working groups, field visits, and joint monitoring missions with internal and external stakeholders including preparation of agendas, meeting minutes, and action trackers.

29. Coordinate field-level implementation issues, identify operational constraints, facilitate timely information sharing between field teams, township branches, headquarters, and partner organizations to ensure effective operational coordination and decision-making and work closely with the Field Operation Manager to develop appropriate solutions and follow-up actions.
30. Establish and maintain professional working relationships with relevant government departments, humanitarian partners, and community representatives to strengthen collaboration and operational effectiveness.
31. Represent the Field Operation Manager at operational meetings and promote effective teamwork, collaboration, and knowledge, timely feedback and recommendations sharing among Field Officers, volunteers, technical teams, and township branches.

Monitoring, Evaluation and Reporting

32. Coordinate routine field monitoring visits with the PMER team to assess programme implementation progress against approved work plans, indicators, targets, and operational timelines, and recommend corrective actions where necessary, verify activity progress, and ensure compliance with MRCS operational procedures, IFRC standards, and donor requirements.
33. Support the preparation and consolidation of daily, weekly, monthly, quarterly, and final operational reports, situation reports (SitReps), donor reports, and other programme documentation to ensure accuracy, completeness, consistency, and timely submission.
34. Monitor programme quality through field visits, beneficiary feedback, consultations and implementation tracking systems.
35. Coordinate with Finance, Logistics, and Administration teams to monitor budget utilization, procurement progress, stock movements, and operational resource requirements.
36. Ensure timely reporting of operational risks and incidents, support audits and evaluations, and perform other monitoring responsibilities assigned by the supervisor.
37. Prepare mission reports, meeting reports, workshop reports, training reports, and field visit reports following operational activities and submit them to the Field Operation Manager in a timely manner.

Skills, Competencies and Requirements:

- **Must be University Degree Graduate**
- Post graduate degree in Social Sciences/Development Studies and relevant qualifications are preferable
- Minimum three (3) years of relevant professional experience in project and programme management, with proven competencies in planning, implementation, monitoring, reporting, budget management, and coordination of multi-sectoral humanitarian programmes

- Demonstrated experience in multi-sectoral disaster management, including emergency response, early recovery, community-based programme implementation, and coordination with government authorities, local communities, humanitarian partners, and other stakeholders
- Excellent communication, coordination, and interpersonal skills, with the ability to build and maintain effective working relationships with internal and external stakeholders
- Excellent stakeholder engagement, coordination, negotiation, and relationship management skills, with the ability to facilitate collaboration, build consensus, and resolve differing opinions and operational challenges among MRCS staff, Township Branches, Red Cross Volunteers (RCVs), government authorities, community representatives, and humanitarian partners
- Demonstrated analytical, critical thinking, and problem-solving skills, with the ability to make sound operational decisions in a timely manner
- Proven experience in facilitating meetings, trainings, workshops, and coordination sessions with diverse stakeholders
- Strong skills in planning, organizing, supervising, monitoring, reporting, and effective self-management
- Strong coordination, negotiation, collaboration, and conflict resolution skills in multi-sectoral humanitarian operations
- Proficient in Microsoft Office applications (Word, Excel, Powerpoint, Outlook) and other relevant digital tools for programme management and reporting
- Ability to effectively manage multiple tasks and competing priorities simultaneously while maintaining a high standard of accuracy and meeting tight deadlines
- Ability to work independently and collaboratively within multidisciplinary teams in a fast-paced and dynamic operational environment
- Ability to work effectively under pressure, in challenging and rapidly changing situations, while maintaining professionalism and sound judgement
- Ability to travel frequently to field locations at short notice and work in remote or difficult operational environments when required
- Demonstrated ability to coordinate multiple programme activities simultaneously, prioritize workloads effectively, and ensure timely delivery of operational outputs
- Ability to adapt quickly to changing operational priorities and emergency contexts while maintaining programme quality and accountability
- Strong commitment to humanitarian principles, accountability, integrity, safeguarding, and the Fundamental Principles of the Red Cross and Red Crescent Movement
- 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.