Myanmar Red Cross Society

HR-VA No.153 – Deputy Director

Myanmar Red Cross Society (MRCS) is volunteer based humanitarian organization throughout the whole country acting with and for the most vulnerable at all times.

Deputy Director

No. of Post	: 1 Post
Report to	: Director
Department	: Health Department
Program/Project	: Myanmar Health, Preparedness and Response Project
Duty Station	: Naypyitaw/ Yangon
Grade	: G
Benefits	: Salary + Insurance + Monthly 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	: 2-November-2026 to 16-November-2026, 16:30 p.m.

Brief Intro About Department or Program: In the present days, **MRCS Health Department** is implementing community-based health and WASH programs/projects in more than 70 townships across the country with the support of several partners comprising IFRC, ICRC, Partner National Societies (PNSs), and also non-Red Cross partners in line with the Health Strategy 2020-2024 designed with four strategic aims and three enabling actions. The four strategic aims are based on four perspectives on health and wellbeing of people – preventive and promotive health perspective, curative, rehabilitative and palliative perspectives and health needs in emergency situation. Key actions are formulated based on MRCS's strengths and opportunities and kept in line with the organization's mandate and priorities as well as national and global directions.

Purpose of the Position: With the Framework of the MRCS policies and procedures and in accordance with the fundamental principles of the Red Cross Movement, the **Deputy Director** will assist the Director of Health Department, technical advisors and delegates working in collaboration with the MRCS Health Department, in all aspects of planning, management and implementation of community health development projects.

Duties and Responsibilities:

Assist and support Director of Health Department in the following areas:

1. Development of a realistic plan for implementing the MRCS strategic health plan.

2. Develop project proposals in accordance with the strategic plan.
3. Apply Health policy of MRCS in programme and project activities for supporting MRCS health strategic plan.
4. Plan and manage situational assessment and analysis for the purpose of health programme planning, development of strategies.

Programme Management and Support

5. Manage and coordinate existing health programmes and projects especially
6. Community Based Health and First Aid, Maternal New-born and Child Health and Water Sanitation Hygiene programmes.
7. Coordinate the development of Information, Education and Communication materials in a participatory manner with key stakeholders.
8. Manage and give technical support Programme Coordinators, Project Officers and Field Officers in the planning and implementation of projects and field visits, to facilitate the achievement of objectives within time frame.
9. Integrated health education materials with information on the Red Cross movement.

Financial Management

10. Proactively manage budgets under your control within agreed financial limits to provide value for money in delivering services in line with financial guidelines and procedures.
11. Manage expenses and submit working advance requests and financial reports in timely manner.
12. Prepare annual and quarterly budget together with detail break down.
13. Monitor budget and expenditure as well as utilization and variance.

Collaboration:

14. Enhance MRCS profile in the health area by collaboration with the Ministry of Health, UN agencies, Non-governmental Organizations; Community based organizations and other key health players.
15. Form collaborative relationships with sister National Societies, IFRC and ICRC.
16. Ensure regular collaboration and coordination with all MRCS health projects.

Staff Development, Participation and Supervision

17. Analyse the training needs of staff and implement capacity building programme.
18. Supervise and manage staff performance, providing six monthly staff performance appraisals of staff.
19. Engage staff in all activities in a participatory manner.
20. Perform duties assigned by Director of Health Department.

Skills, Competencies and Requirements:

- **Must be a Health-related degree holder**
- **Master Degree in Public Health and Health Related Field are more preferable**
- At least 8 years' experience in health/ emergency health with a preference for training, health education, community development and delivery and programme / project management
- Broad experience working in a range of organizations and with national working experience; International exposure is desirable
- A comprehensive knowledge of Priority health problems and issues in Myanmar
- Good communication and networking skills among vulnerable communities, Red Cross Movement, UN and INGO organizations and government
- Good verbal and written communication skills both in Myanmar and English
- Strong interpersonal and facilitation skills
- Computer literacy (MS word, excel, power point, outlook express)
- Well organized, effective, with excellent attention to detail and ability to meet deadlines
- Ability to manage and priorities multiple tasks, take initiative and problem solving
- Ability to travel anywhere at short notice
- Interest in learning about the Red Cross/Red Crescent Movement
- Willingness to travel frequently to remote and earthquake-affected areas
- 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."

**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 (or)

For more information and application, please visit to the www.redcross.org.mm

Only short-listed candidates will be contacted for a personal interview.