Myanmar Red Cross Society

HR-VA No.141.1 – Program Support 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.

Program Support Officer

No. of Post	**: 1 post**
Report to	**: Response Manager**
Department	**: Disaster Management Department**
Program/Project	**: MDRMM024 – Myanmar Flood 2026**
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 + Home Leave + Substituted Leave + Paternity Leave + Compassionate Leave + Blood Donation Leave**
Application Period	**: 2-November-2026 to 16-November-2026, 16:30 p.m.**

Brief Intro About Department or Program: As an auxiliary to the State, MRCS plays an important role in the humanitarian sector, contributing to a wide range of humanitarian efforts, from strengthening community resilience to providing technical expertise and support for the development and implementation of the country's disaster management laws, policies, and strategies. MRCS is committed to delivering humanitarian assistance and services to vulnerable communities and strengthening their capacity to prepare for, respond to, and recover from disasters and other humanitarian challenges.

Purpose of the Position: Within the framework of MRCS policies and procedures and in accordance with the Fundamental Principles of the Red Cross and Red Crescent Movement, the Program Support Officer (PSO) provides overall administrative, financial, logistical and program support to the Disaster Management Department. The PSO coordinates closely with the MRCS Finance Department, LSCM Department and other relevant departments, project staff at Headquarters and Township Branch levels, and relevant partners to maintain effective administrative and financial systems and support timely and accountable program implementation.

Duties and Responsibilities:

Administrative Support

1. Provide day-to-day administrative and programme support for the operations of Headquarters and Township Branches.
2. Support programme teams in planning, implementing and monitoring project activities.
3. Prepare and maintain administrative documents, records, meeting minutes and other programme-related files in accordance with MRCS procedures.
4. Prepare monthly duty lists for Headquarters and Township Branch staff and submit them to the Human Resources Department focal person.
5. Prepare and process Movement Orders for Headquarters programme staff and support proper validation of staff movements.
6. Ensure proper arrangement and maintenance of office furniture, equipment and facilities and maintain a clean, safe and well-organized office environment.
7. Identify and report administrative issues, programme constraints and operational challenges to the Deputy Director or Director and follow up on agreed actions.

Human Resources (HR) Support

8. Maintain staff leave records, leave registers and attendance records for the respective programme/project staff.
9. Support checking and updating of staff leave and attendance information in coordination with the Human Resources Department and programme managers.
10. Support the preparation and updating of staff duty lists, staff movement records and other HR-related documents.
11. Provide administrative support for staff recruitment, onboarding, training, travel and other HR-related activities when required.
12. Maintain proper and confidential filing of HR-related documents in accordance with MRCS policies and record retention guidelines.
13. Support staff welfare activities and promote compliance with MRCS Code of Conduct, PSEA, Child Safeguarding and Occupational Health and Safety requirements.

Financial Support

14. Prepare monthly cash forecasts for planned programme activities in coordination with Managers, Deputy Directors and the Director.
15. Coordinate with the Finance Department to ensure timely transfer of approved project funds to respective programmes and Township Branches.
16. Support programme staff and Township Branches in the timely and accurate preparation of financial documents, vouchers, transaction reports and supporting documents.
17. Collect financial documents, vouchers and relevant reports from Township Branches and coordinate with the Finance Department for review and processing.
18. Support Managers in monitoring programme budgets, expenditures, budget balances and budget revisions.
19. Maintain the departmental Cash Book and prepare monthly budget utilization and balance reports for respective programmes.
20. Follow up on outstanding financial documents and support timely settlement of advances and financial reporting.
21. Prepare financial-supporting information required for programme reports and donor reporting.

Logistics and Procurement Support

22. Coordinate with the Logistics, Supply Chain and Management (LSCM) Department to initiate procurement of goods and services in accordance with MRCS, IFRC and donor procedures.
23. Support procurement for programme activities, including stationery, refreshments, training materials, accommodation, venues, transportation and other required items.
24. Ensure that procurement requests and supporting documents are complete and properly processed in accordance with applicable procedures.
25. Provide administrative and logistical support for meetings, trainings, workshops, seminars and other programme activities at Headquarters and field level.
26. Coordinate with Administration and Logistics to ensure that programme assets, equipment and inventory records are updated regularly.

27. Maintain fixed asset registers, inventory records, vehicle log books and other relevant administrative and logistics records.
28. Prepare monthly logistics updates, including stock status, procurement progress, challenges and recommendations, and submit them to the Deputy Director and Director.
29. Coordinate the regular inspection, servicing and maintenance of departmental vehicles.
30. Monitor vehicle usage and fuel consumption through vehicle log sheets and ensure proper documentation.
31. Support the supervision of drivers and ensure that vehicles are used safely and efficiently in accordance with MRCS procedures.
32. Plan and coordinate transportation requirements for programme activities and support the effective use of departmental vehicles.

Coordination

33. Support effective coordination and communication among the Disaster Management Department, Finance, Administration, Logistics, programme teams, Township Branches and relevant partners.
34. Follow up on programme administrative, financial, HR and logistics requirements to ensure activities are implemented on time.
35. Support Managers and programme teams in identifying operational issues and coordinating appropriate solutions.
36. Maintain good communication with Township Branches and provide necessary administrative and programme support.
37. Ensure that programme-related documents and information are properly recorded, updated and accessible to authorized staff.
38. Promote a safe, respectful and inclusive working environment and comply with MRCS policies, Code of Conduct, PSEA, Child Safeguarding, Occupational Health and Safety and staff welfare requirements.

Reporting

39. Prepare and submit monthly, quarterly and annual reports on administrative, HR, financial and logistics support activities to the Director through the Deputy Director.

40. Provide timely information and supporting documents for programme, donor and management reports.
41. Maintain accurate records and provide updates on programme support activities, achievements, challenges and recommendations.

Other Responsibilities

42. Perform any other support-related duties and responsibilities assigned by the Director, Deputy Director or line manager.

Skills, Competencies and Requirements:

- **Must be University Degree Graduated**
- Minimum 2-years' professional experience in related field
- Experience in office administrative and Cash/ Budget control
- Good understanding of office administration and operational procedures related to Disaster Management
- Excellent communication, coordination, and interpersonal skills, with the ability to build and maintain effective working relationships with internal and external stakeholders
- 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
- Excellent proficiency in written and spoken Myanmar, with the ability to communicate effectively with colleagues, volunteers, communities, government authorities, and other stakeholders
- Ability to communicate effectively in both written and spoken English is preferred
- 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.