



Myanmar Red Cross Society

HR-HQ VA No. 063.1 – Assistant Command and Control 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 Command and Control Officer

No. of Post	: 1 Post
Report to	: Program Coordinator
Department	: First Aid and Safety Services Department
Program/Project	: Emergency Medical Services-Command and Control Centre
Duty Station	: NayPyiTaw/Yangon
Grade	: D-1
Benefits	: Salary + Insurance + Transportation Allowance + Health Benefit Allowance + Supplementary Allowance + Training + 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 : 24-June-2024 to 1-July-2024, 16:30

Background of Department

First Aid is the backbone and integral component of the Myanmar Red Cross Society. The Myanmar Red Cross Society, **First Aid and Safety Services** activities for the Red Cross Brigadiers had started in through the St. Johns Ambulance service programme in 1972 and had re-oriented and set up the new **First Aid and Community Based First Aid (CBFA) programme** since 1996 and safety services activities started in 2012. Ambulance Service is one of the most important key activities of MRCS. The rate of traffic related accidents is raising when using vehicles is also increasing on the road than before. Other medical evacuation needs are also rising everywhere. Ambulance and First Aid service has been providing the people who need First Aid and medical evacuation as voluntary service to get healthcare in time and not to be unnecessary suffering.

Purpose of the Position

The **Assistant Command and Control Officer** will ensure to assist office work and all activities are implemented in line with the project goal, objectives and output indicators. He/She will be based

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"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-ICRC/Assistant Command and Control Officer for NayPyiTaw/Yangon/FASS Department (24/6/2024)



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in NayPyiTaw/Yangon and work under the direct supervision of First Aid and Safety Services Department.

Duties and Responsibilities

Controlling

1. Control and arrange the daily attendance of the staff and report to the department in time by recognized MRCS rules.
2. Control and deal with the damage of the setting tools and machines in the Emergency Ambulance Common Control Centre.
3. Control the damage of the Command & Control Centre and ambulances as least as possible.

Monitoring/Reporting/Co-ordination/Financial

4. Coordinate with the Yangon, Mandalay, Naypyitaw Red Cross Supervisory Committee and ambulances under the Command and Control Centre for conducting activities smoothly.
5. Monitor and redirect the emergency and illness cases to the ambulances of Yangon, Mandalay, Naypyitaw for quick and immediate responses.
6. Record the daily activities and actions of the Command and Control Centre (Yangon, Mandalay, Naypyitaw) at all times.
7. Report to the authorized people if any special or unusual cases are informed to the Command and Control Centre.
8. Report to First Aid & Safety Services Department for any administrative and reporting aid and technical aids are for the Command and Control Centre.
9. Associate and conduct the monthly activities for the ambulance of Yangon, Mandalay, Naypyitaw and emergency ambulances in advance.
10. Plan for requesting the monthly expenses of the ambulance for the respective township to the First Aid and Safety Services Department.
11. Monitor the financial clearance for the monthly expenses of the ambulances of Yangon, Mandalay, Naypyitaw in time.
12. Monitor and direct the systematic keeping methods of the records of the patients, fuel and vehicles fixing charges for the ambulances (Yangon, Mandalay, Naypyitaw).

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13. Submit monthly reports of the ambulances directly to the First Aid and Safety Services Department.
14. Always keep in touch with the drivers and Red Cross Volunteers at Yangon, Mandalay, Naypyitaw and inform the strengths and weaknesses to the department.
15. Give full coordination in conducting the humanitarian responses and activities (Yangon/Naypyitaw/Mandalay) by MRCS.

Office and Admin

16. Assist in preparation of meeting, workshops and trainings whenever necessary.
17. Maintain operation team fixed assets and non-fixed assets list registration and update on time.
18. Manage the ordering, storage and distribution of Information, Education and Communication and Communication (IEC) materials based on requirements.

General

19. Perform any other related tasks assigned by the Department.

Skills, Competencies and Requirements

- **Must be University Graduated**
- **Must have completed First Aid Instructor Training**
- At least 1 to 2 years of experience working in range of organizations and with national and international working experience
- Broad admin and office support experience
- Experience in using common computer software, internet access and Presentation
- Demonstrated ability to work within a team and active participation with good communication skills
- Moderate command of English and Myanmar especially in translating, including written, spoken and typing
- 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

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- Experience of working for the Red Cross/Red Crescent and Red Cross Volunteers who meet the job requirements are preferred

****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: mrcshrrcruitment@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.

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