



# Myanmar Red Cross Society

HR-HQ VA No. 074 – Programme Officer (Seconded Staff)



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

## Programme Officer (Seconded Staff)

No. of Post	: 1 Post
Report to	: Programme Manager (Seconded Staff)
Department	: Swedish Red Cross Delegation Office In Myanmar
Duty Station	: NayPyiTaw/Yangon
Grade	: D-2
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** : 26-June-2024 to 10-July-2024, 16:30

### Background of Department

The **Swedish Red Cross (SwRC) Delegation Office In Myanmar** is working together with the Myanmar Red Cross Society for humanitarian movement. SwRC has a permanent presence in Myanmar to boost operation cooperation and further strengthen the partnership with the National Society's capacity since 1979. Currently, SwRC has been 5 projects implementing and 2 projects at the evaluation stage with MRCS. Especially we are working with the Health department. With the Health Department, the projects are the MOCHA Response, Children of the World, and Music Aid projects. And other projects for Initial Response and National Society Development projects.

### Purpose of the Position

The **Programme Officer (Seconded Staff)** is responsible to support program planning, implementation, monitoring, learning, reporting, and proposal writing processes. The position also needs to coordinate between SwRC country office and stakeholders mainly with host National Society, Myanmar Red Cross, matters related to the SwRC country office, and in particular project implementation, monitoring, evaluation, and reporting, supporting the Myanmar Red Cross Society

"Person with disability are encouraged to apply this post as they will be given equal opportunity"

"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-SwRC/Programme Officer (Seconded Staff) for NayPyiTaw/Yangon/SwRC (26/6/2024)



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as required. The position ensures program implementation in close collaboration with SwRC Country Representative, Delegates, Programme Manager (Seconded Staff), and Finance & Admin Manager (Seconded Staff). He/She supports the program implementation of the SwRC supported programs in Myanmar to ensure the SwRC country office's policies, strategies and procedures.

## Duties and Responsibilities

### **Planning and Budgeting**

1. Support the proposal developments.
2. Support MRCS program planning and budgeting for the SwRC supported projects.
3. Ensure the cross-cutting issues (Protection, Gender and Inclusion (PGI), Community Engagement and Accountability (CEA), Green Response, etc.) are integrated since the planning stage.

### **Implementation and Monitoring**

4. Assist the development of Monitoring & Evaluation plans.
5. Monitor and support the developed and agreed Plan of Actions (PoAs) in the program implementation.
6. Collect and analyse the project information.
7. Ensure the cross-cutting issues (PGI, CEA, Green Response, etc.) are integrated in the implementation stage.

### **Evaluation and Reporting**

8. Assist and support the preparation and conducting evaluations especially in the Mid-term and Final Evaluations of the SwRC supported projects.
9. Ensure the cross-cutting issues (PGI, CEA, Green Response, etc.) are integrated in the evaluations.
10. Assist and support the development of exit strategies of the projects.
11. Assist in the reporting of SwRC internal and external reporting processes.

### **Financial**

12. Assist to Programme Manager (Seconded Staff) in budgeting and revised budgeting.
13. Assist in overview and revision of budget in accordance with guidelines and procedures.
14. Provide financial assistance to project and program personnel.

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15. Assist to Programme Manager (Seconded Staff) to monitor activity implementation and budget utilization.

## Office Administration

16. Responsible to carry out administrative related tasks for the SwRC Office when required.
17. Keep/maintain all program related records and documents in proper manner in line with systematic filing system.

## Coordination and Cooperation

18. Coordinate and cooperate with the MRCS program teams.
19. Coordinate and cooperate with the MRCS branches as needed.
20. Translate or interpret from English to Myanmar and vice-versa.

## General

21. Perform any other related tasks assigned by direct supervisor and the Department.

## Skills, Competencies and Requirements

- **Must be University Graduated**
- Minimum 2 to 3 years of experience in program implementation and management
- Experience in the Emergency Responses, and budget management/control
- Strong skills in general administration, oral and written communication
- Good Communication skills in both Myanmar and English, and strong interpersonal skill
- Excellent command of English and Myanmar especially in translating, including written, spoken and typing
- Knowledge of PCM (Project Cycle Management)
- Ability to work under pressure and with tight deadlines
- 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 and Red Cross Volunteers who meet the job requirements are preferred

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**\*\*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](mailto:mrcshrrecruitment@redcross.org.mm) (or)

For more information and application, please visit to the [www.redcross.org.mm](http://www.redcross.org.mm)

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

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