



# Myanmar Red Cross Society

HR-HQ VA No. 110 – Project Manager (Internal Announcement)



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

## Project Manager

- No. of Post : 1 Post
- Report to : Director
- Department : Restoring Family Links Department
- Project/Program : Migration and Displacement Project
- Duty Station : NayPyiTaw/Yangon
- Grade : F-2
- Benefits : Salary + Insurance + Training + Travelling Allowances + Casual Leave + Quarantine Leave + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave

**Application Deadline : 18-September-2024 (16:30)**

### Background of the Project

“Myanmar Red Cross Society (MRCS)” is working on **Migration and Displacement** to better respond and support to the humanitarian needs related to migration and displacement in complex environment MRCS adopted the ten points Action Plan in 2018 to address the Migration and Displacement and incorporate in its strategic plan and objectives. To achieve the MRCS ten points action, **Migration and Displacement Project** is supporting by IFRC.

MRCS is committed to strengthen its capacity to address humanitarian needs in the context of migration and displacement. In order to realize this commitment, MRCS has endorsed an Action Plan on Migration and Displacement, to be achieved within two years (2022-2023).

### Purpose of the Position

**Project Manager** will lead and manage the project and responsible for the completion of the programme. Project manager will manage the delivery of all created activities at NHQ and support branch, including project implementation, coordination, reporting and monitoring and technical guidance and day-to-day activities of projects. He / She will ensure transparent and consistent coordination between IFRC Offices, RCRC National Societies, and other stakeholders.

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

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*Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality*

*MRCS-IFRC/Program Manager for NayPyiTaw/Yangon/Migration and Displacement Project/Restoring and Family Links Department (4/9/2024)*



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## Duties and Responsibilities

### Programme Management

1. Manage the project implementation in accordance with the objectives, plan of action, calendar and assume responsibility for and manage effectively and efficiently all programme activities envisaged by the Work Plan.
2. Ensuring that the project is carried out in accordance with project documents, Cooperation Agreement between MRCS and partners, as well as MRCS policies, strategies and procedures, and donor requirements.
3. Ensure systematic collection of relevant data for monitoring and evaluation of progress, its outputs and impact.
4. Undertake regular field visits in order to monitor and assess the progress of implementation. Compare plans with achievements, evaluate success of work and develop necessary adjustments, recommendations and follow up activities of implementing activities.
5. All others complementary tasks which will be defined by the Director and Deputy Director of Organizational Development Department.
6. Attend and contribute to face to face biannual and annual report meetings with the donors and country representative.
7. Lateral Relations and teamwork with respective State/ Regions Red Cross Supervisory Committee and Township Red Cross Branches.
8. Ensure understanding of roles, responsibilities, relationships with volunteers, accountabilities and teamwork.
9. Organize regular coordination meetings, information sharing and capacity building of the MRCS Migration Task Force members in collaboration with Red Cross Movement Partners.
10. Arrange and facilitate workshops, trainings, assessments, roundtable discussions, and other events related to the implementation of the Action Plan.

### Financial management

11. Responsible for annual and quarterly budget preparation, budget validation, and detail break down of budget.
12. Regular monitoring of budget and expenditure utilization and variance.
13. Ensure that project funds are spent according to the project objectives, MRCS financial management guidelines and donor requirements.

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14. Coordinate with the MRCS HQ Finance Department and IFRC Finance Department (if necessary) on timely and accurate submission of financial reports and transfers' requests to IFRC.

### Staff Management, Participation and Supervision

15. Lead, guide and supervise the work of the project staff including township levels.
16. Organise work responsibilities to ensure individual staff's clear and unambiguous understanding of their obligations, role and contribution to achieve the project objectives and outputs.
17. Convene regular working meeting with the program and project staff, analyse the training needs of staff and build capacities of staff in project management, report writing and other relevant areas as feasible.
18. Support sharing of knowledge and information among staff involved in the project to create an enabling environment for capacity building among staff.
19. Supervise and manage project staff performance, providing probationary performance review and yearly performance appraisals of staff.

### Coordination and Collaboration

20. Enhance MRCS profile in the project development, in collaboration with related Ministries such as the Ministry of Health and Sports, Ministry of Education as well as Ministry of Social Welfare and Resettlement; Community based organisations and other key community development players.
21. Maintain close coordination with the IFRC Asia Pacific Migration technical adviser and work closely.
22. Ensure that the project components and approaches are harmonized and aligned with **National Disaster Risk Management contexts, MRCS Strategic Plan, resilience framework, and plans of action.**
23. Ensure regular collaboration and coordination with Disaster Risk Management and supporting departments.
24. Develop and maintain a professional relationship with all MRCS Departments, delegates and technical advisors/consultants working with MRCS.
25. Develop and maintain strategic relationships with the key organisations including government and other organisations in Myanmar and participate in forums and meetings to foster collaboration with relevant organisations and agencies.
26. Represent and promote MRCS at relevant national and regional forums and public events.

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27. Negotiation and Mobilizing with State/ Regions, Township Red Cross Branches
28. Liaise, coordinate and cooperate with Red Cross Red Crescent partners as well as relevant national & international organizations and stakeholders active in the field of Migration and Displace on aspects of all-inclusive and integration with cross-cutting issues.
29. Participate in and contribute to national and regional dialogue platforms that serve to exchange lessons learned with other Migration and Displacement Projects.

### **Monitoring, Evaluation and Reporting**

30. Regular monitoring of indicator tracking table, and quality of services together with MRCS-PMER.
31. Submit monthly/quarterly/inter-medium and annual narrative report to HoD and Partner.
32. Ensure timely and accurate preparation and submission of annual and quarterly plans of actions with estimate budget to the IFRC.
33. Supervise and lead programme monitoring, review and evaluation activities including baseline data collection, review and evaluation.
34. Compile and evaluate reports received from /projects, identify problem areas, document findings of studies and prepare recommendations for implementation of necessary activities, procedures or other changes in the program.

### **Skills, Competencies and Requirements**

- **Must be University graduated**
- Post graduate diploma in Social Sciences / Development Studies are preferred
- Minimum 5 years of working experience related to Migration and Displacement
- Experience in planning, reporting and project management
- Competences in in planning, implementation, monitoring and reporting and in budget control
- Interest on Migration Issues
- Experience in the field of Migration and Displacement; Familiarity with cross-cutting issues such as Gender Inclusive, Climate Changes and Protections
- Experience in project cycle management and experience in the application, implementation and reporting of international donors funded programmes are preferable
- Experience in implementing and managing training courses is preferred
- Demonstrated skill in analytical and strategic thinking. Experience in facilitation of trainings and workshops
- Experience of working for the Red Cross/Red Crescent is preferred

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- Good communication skill including interpersonal skill, planning, monitoring, supervising, reporting and self-management
- Strong coordination, negotiation, collaboration
- Effective Computer Skill (MS Office Packages)
- Ability to travel anywhere at short notice
- 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
- Excellent command of English and Myanmar especially in translating, including written, spoken and typing
- Red Cross Volunteers and females are encouraged 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 Buildinesdg, 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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