



# Myanmar Red Cross Society

HR-HQ VA No. 108—Youth Development 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.

## Youth Development Officer

No. of Post	: 1 Post
Report to	: Youth Development Coordinator
Department	: Organizational Development Department
Project	: NSD Initiative
Duty Station	: Nay Pyi Taw/ Yangon
Grade	: D-2
Benefits	: Salary + Transportation Allowance + Health Benefit Allowance+ Supplementary Allowance+ Insurance + Training + Communication charges + Travelling Allowances + Home Return Leave/ Earned Leave + Casual Leave + Quarantine Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave

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

**Brief Intro About Department or Program:** Myanmar Parliament (Pyi Htaung Su Hluttaw) enacted Myanmar Red Cross Law in August 2015 and its rules in 2019 November. Since then, an organizational development process has been initiated in MRCS to adjust to the current legal base and changing working context such as further strengthening of the auxiliary role, governance, management and leadership development, decentralization, review of policies and frameworks, changes of the branch structure and adjustment of the volunteer management system and so forth. OD Department is taking responsibilities of the organization’s development in the areas of supporting foundation and legal base development and its implementation, branch development, volunteer and youth development, organization’s PMER, and operationalizing MRCS resilience framework.

**Purpose of the Position:** To support Youth Development Coordinator to develop, coordinate, support and strengthen MRCS’s youth related activities.

This is a position to be based at the MRCS National Headquarter in Nay Pyi Taw (NHQ)/Yangon (Branch Office), however, required frequent field visits to coordinate, support and monitor the development activities implementing in MRCS Branches as well as organizational development activities at Headquarters. This position reports to Youth Officer of Organizational Development Department.

"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-DRC/Youth Development Officer for OD Dept (4.9.2024)*



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## Duties and Responsibilities

### Youth Development

1. Support Youth Coordinator and Manager in terms of designing, implementing and monitoring the activities that promote the overall development of Red Cross Youths.
2. Identify the needs of the youths through the different assessment, focus group discussion and develop the reliable action plan for youths together with Youth Officer.
3. Support the youths in terms of not only in capacity building but also as the mentor and provide guidance for their challenges and worries in implementing the activities.
4. Pro-actively identify the learning opportunities for the youths and share the information timely to them and contribute the technical support to them.
5. Support in collecting the youth data, data entry and analysis for the continuous learning plan for the Red Cross Youths.
6. Support the Youth Coordinator and Manager in strengthening the youth network in locally and internationally.
7. Support the Youth Coordinator and Youth and Volunteer Development Manager in identifying and implementing the school Red Cross and University Red Cross activities.
8. Support Youth and Volunteer Development Manager and Youth Coordinator in reviewing the Youth Policy process.
9. Support Youth Coordinator to in rolling out the youth policy to the States and Regions, District and Branch levels.

### Coordination and Cooperation

10. Ensure to have the regular communication and coordination with the focal youths from all states and regions
11. Acts as the medium between the HQ and the youths from the States and Regions and ensure not to have the information gap
12. Promote coordination and cooperation with every project, program in HQ and in the field in order to enhance the youth activities in the community level

### Planning, Monitoring and Reporting

13. Support the Youth Coordinator in organizing the HQ Youth Committee Meeting Regularly
14. Develop and initiate the plan of action for the youth activities based on the results and discussion of the youth committee meeting.
15. Continuously Monitor and follow up the planned action plan for the youth development and provide the technical support whenever it's necessary

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16. With the guidance of Youth Coordinator and Volunteer Manager and Youth Coordinator, act as the focal point to collect the reports from the youths for the youth activities.
17. Develop and submit the monthly progress report for the youth activities to Youth Coordinator.

## Financial Management

18. Ensure to prepare the budget plan for the plan of actions for youth development programs
19. Assist the financial report preparation at HQ and field level
20. Assist and combine the cash request of field and HQ by monthly, quarterly and annually.
21. Ensure to prepare the financial clearance for the activities in line with MRCS Financial process and procedures in a timely manner.

## Others

22. Support youth related activities in NSD Initiative project.
23. Ensure other duties assigned by the supervisor and Manager.

## Skills, Competencies and Requirements

- **Must be University Degree graduated**
- Master in developmental studies or social sciences is preferred
- Minimum 2 years' experience in related field.
- Knowledge of organizational development concepts
- Knowledge of Youth Development Concept
- Knowledge of Project Cycle Management
- Knowledge of Financial Management and administration
- Well-developed computer skills (apply Excel, Word and Power point - English and Myanmar) and online application measures
- Strong skill in report writing with numerical recording detail and ability to meet deadlines
- Excellent Communication Skills (verbal and non-verbal) and intermediate English language skill
- Ability to travel anywhere at short notice
- Ability to work well in a team and dealt with stressful situation
- Excellent command of English and Myanmar especially in translating, including written, spoken and typing
- Ability for follow Red Cross (7) Fundamental Principle, MRCS Policy, Strategies and Guidelines.

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- 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

**\*\*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

Email: [mrcshrrecruitment@redcross.org.mm](mailto:mrcshrrecruitment@redcross.org.mm)

Yangon Office:

Red Cross Building  
No.42, Strand Road, Botahtaung Township,  
Yangon

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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