



## HR- TGI VA No. 013.3– Programme 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.

### Programme Support Officer

- No. of Post** : 1 Post
- Report to** : Senior Programme Officer/Programme Manager
- Department** : Health Department
- Project/Program** : Community Based Programme for Malaria Prevention
- Duty Station** : Taunggyi
- Grade** : D1
- Benefits** : Salary + Insurance + Training + Travelling Allowances + Casual Leave + Quarantine Leave + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave

**Application Period** : 16-May-2024 to 23-May-2024, 16:30

**Myanmar Red Cross Society (MRCS)** is volunteer based humanitarian organization throughout the whole country acting with and for the most vulnerable at all times. Benefit Package consists of Paid Medical, Annual, Casual Leave, Insurance, On-Duty for Training, Provide Accommodation Allowance & Hardship Allowance for specific area, Training and Development Opportunities, Promotion and Management Development.

#### Background of Project

Myanmar Red Cross Society has been implementing "Community Based Programme for Malaria Prevention" which has been funded by UNOPS/GF since 2011. This programme had been implemented in 1000 project villages of 11 project townships in 2016-2017, in 800 project villages of 15 project townships in 2018-2020 and 5-8 townships in 2021-2023. In 2024-2026, the programme will be implemented in 225 villages of 5 project townships Lawksawk, Namsang, Kunhing, Maukmai and Mongnai with the support of UNOPS/GF RAI4E Grant. The main programme activities will be Integrated Community Malaria Volunteer (ICMV) trainings,

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Community Malaria Case Management through ICMVs, including early diagnosis and prompt and proper treatment case notification, malaria elimination activities with cooperation and guidance of VBDC team etc. Continuous LLINs distribution, Health Education etc. This programme has been closely coordinated and collaborated with National Malaria Control Programme (NMCP), State VBDC team, State Health Department, respective Township Health Departments and other stake holders at Central, State and Townships level in implementing its programme activities throughout the previous project years until now. The programme has also been contributing to achieve the Goal of National Plan for Malaria Elimination in Myanmar (2016-2030).

### Job duties and responsibilities

1. Closely assist and support programme manager and senior programme officer in program planning, overall management of the program and in coordination with other stake holders in central, state and township level.
2. Participate in monthly data processing of programme related data especially monthly malaria case management by cooperation with M&E staffs to submit various programme and case management report in time to central NMCP, HQ, State Health Department and township health departments.
3. Assist PM and Sr.PO by taking part in preparation and timely submission of Six-monthly PUDR report of both programme and finance to UNOPS/PR.
4. Responsible for checking of monthly stock report of the state and project townships to get combined monthly stock report of various stock at all levels and also responsible for preparation and timely submission of quarterly stock report to UNOPS/PR.
5. Responsible for overall stock management of various stock and commodities (LLINs, RDTs and anti-malaria drugs, paracetamol, multivitamin, ferrous sulphate, IEC materials, mini first aid kits, etc.) at all levels by organizing and closely working with logistic assistant and township field project assistants.

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6. Responsible for regular checking and continuous monitoring of monthly stock condition and stock flow of the project villages in 5 townships and take necessary action in time by cooperation with township field staffs.
7. Support and take part in any programme related activities and assist in checking of monthly WA clearance of the programme as instructed by PM.
8. Ensure security of State Project Office and Taunggyi township project office based in Taunggyi and state project warehouse. Also responsible for state project warehouse management and daily opening/closure of the offices.
9. Responsible to plan, prepare, and organize regular monthly staff meeting and occasional trainings/meeting to be held in state project office by closely cooperation with other state level staffs.
10. Make sure all the office letters (important case letter, various kinds of leave, handover documents, etc.) are properly sent from State to NPT/YGN, continuously follow up the approval status and take necessary action and inform accordingly to supervisors.
11. Make sure all the important approved original office documents are sent back from NPT/YGN to Taunggyi and all these documents should be properly and safely kept and filed in State Project Office.
12. Regularly check the office email of township staffs especially township field project assistants, combine the important information/findings and reply accordingly as per feedback from PM.
13. Ensure proper keeping and filing of all records/documents of MRCS/UNOPS program such as various programme report/M&E report, handover documents, attendant list of state and townships, various office letters, motorcycle log book/sheets, etc.

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14. Ensure regular maintenance of fixed asset such as motorcycles, copier, printer, air con, computers, office furniture, etc...Periodical verification and checking of fixed assets should be done regularly and make necessary updating of the fixed assets record.
15. Ensure all the inventory and fixed asset are properly insured and occasional updating or timely extension of insurance should be made as necessary.
16. Supervise logistic assistant and make sure that all the standard logistic procedure of MRCS are thoroughly followed and practiced in the MRCS/UNOPS programme and participate in any procurement activities done at state level.
17. Supervise admin assistant in day-to-day office running activities of state project office.
18. Communicate accordingly with UNOPS/PR in procurement and logistic related activities of the programme.
19. Can go to the 15 project townships to make sure that all the office and store room related procedure and activities are in place and well-practiced and conduct necessary on job training to the field staffs.
20. Can travel to the NPT and Yangon for MRCS/UNOPS programme related purposes.
21. Can work outside the office hours, on weekend and whenever required.
22. Perform any other duties or tasks as assigned by the Program Manager.

### Position Requirements

- University Degree Holder
- Minimum two years experiences in administration or similar position in INGO/NGOs/MRCS
- Experience in training of the staffs capacity building training
- Experience in planning, program management, planning, financial management and reporting is an asset

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- Able to travel to project sites frequently with short notice
- Well-developed computer skills, with demonstrated competence in Excel, Word, Power point
- Be obedient, trustworthy and good interpersonal communication, cooperation and coordination skills
- Able to work well in a team and live in stressful situations
- Ability to travel occasionally to NPT/YGN and program sites at short notice. Can work overtime outside the office hours/on weekends as required
- Commitment to learn, open to change and willing to try new things
- Understanding of the Red Cross Movement and willingness to actively promote Red Cross fundamental principles
- Ability to 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/Red 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**

**Branch Office:**

**Myanmar Red Cross Society  
No. 121/2, Zay Pine ward,  
Khwar Nyo Street, Shan  
State, Taunggyi**

**(or)**

**Email: [mrcshr.tgi2022@gmail.com](mailto:mrcshr.tgi2022@gmail.com)**

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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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