



# Myanmar Red Cross Society

HR-VA No. 101 – Program Manager



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

## Program Manager

- No. of Post : 1 Post
- Report to : Deputy Director
- Program/Project : Access to Health for Conflict and Climate Change Affected Population In Shan State
- Department : Health Department
- Duty Station : NayPyiTaw/Yangon
- Grade : F-2
- Benefits : Salary + Insurance + Monthly Allowances+ Periodic Allowances+ Training + Communication charges + Travelling Allowances + Home Return Leave/ Earned Leave + Casual Leave + Quarantine Leave + Medical Certificate Leave + Maternity Leave + Paternity Leave + Compassionate Leave + Blood Donation Leave+ Substituted Leave

**Application Deadline : 29-June-2025 to 13-July-2025, 16:30 p.m.**

### Background of the Department

MRC Health program is based on MRCS Strategic Plan, MRCS Health Strategy and policy. The goal of the program is to reduce mortality and morbidity related to priority communicable diseases and the impact of public health emergencies and disasters, and promotes health and sanitation by improving the capacity of communities and Red Cross branches. MRCS continues to engage several community-based programmes with the support from Red Cross movement partners and the interventions undertaken are aimed at improving the resilience of vulnerable communities towards occurring risks (health risks and future disasters).

### Purpose of the Position

Within the framework of the MRCS policies and procedures and in accordance with the fundamental principles of the Red Cross Movement, Program Manager will assist the Deputy Director. The Program Manager is fully responsible for overseeing and managing assigned ones of the current MRCS health projects and programmes which include but not limited to

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*MRCS-NRC/Program Manager for NayPyiTaw/Yangon/Health Department (29/6/2025)*



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community-based health and resilience programmes, community-based disease prevention programmes and mobile clinic programme.

## Duties and Responsibilities

### Program Management

1. Responsible in all aspects of planning, budgeting, operation management and implementation of the program activities in selected areas which is under management of Director and Deputy Director of Health Department within the Framework of the MRCS policies and procedures and in accordance with the fundamental principles of the Red Cross Movement.
2. Lead and facilitate in the programme reviews and evaluations.
3. Conduct regular field visits to ensure Monitoring and Evaluations of the programmes.
4. Assesses programme performances including utilization of resources and achievement of planned target.
5. Provide the technical support for the development of IEC (Information, Education and communication) materials in a participatory manner.
6. Manage and provide technical support to respective project teams in the planning and implementation of program/projects and field visits, to ensure quality of activities and achieve programme objectives within time frame.
7. Support respective project teams in ensuring Community Engagement and Accountability (CEA) and Protection, Gender and Inclusion (PGI).
8. Responsible for procurements related to the programmes in line with MRCS procurement procedures and together with MRCS Logistic department.
9. Provide the support to Health department general administration and development of common health framework and participate in health and WASH coordination meetings and working groups. Perform any relevant assigned duties or tasks by director of health department.

### Financial Management

10. Ensure to manage the different program/project budgets in line with financial guidelines and policy.
11. Ensure the management of expenses, cash transfer, summary of working advance for all related program activities.

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12. Responsible for annual and quarterly budget preparation, budget validation, and detail break down of budget.
13. Supervise and manage to validate the working advance and claim in time within the limited time frame.
14. Regular monitoring of budget utilization and variance of responsible program/projects.
15. Ensure for sending monthly liquidation report to Finance Team in time.

### Staff Management

16. Support staff to get the job knowledge and MRCS induction course in times as well as the operation induction sections.
17. Administrate the staff about policies and procedures based on MRCS policies and regulations.
18. Participates in the evaluation of personnel's performance in line with Performance Appraisal Guidelines.
19. Preparation of the staff job description in detail manner, and participate in recruitment of the operation staff.
20. Analyse the training needs of staff and implement capacity building programme in coordination with human resources department.
21. Ensures that all staff members are treated equally and transparently and promote staff well-being.

### Collaboration and coordination

22. Build and maintain the lateral relationship with Township Red Cross Committee, State/Region Red Cross Supervisory Committee, external partners and any relevant stakeholders.
23. Take a counterpart role of delegates, Donor and High-level visits to operation areas.
24. Ensure effective working relationships with delegates, staff, and volunteers on a daily basis and/or as relevant.
25. Coordination with other MRCS Departments (HV&C, DM, OD, FASS ...) to facilitate the project implementation and ensure involvement of all MRCS Departments on the project.
26. Coordinate with existing health program/projects especially community-based resilience, health and WASH.

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## Monitoring, Evaluation and Reporting

27. Regular monitoring of indicator tracking table and quality of services together with PMER focal person.
28. Regular monitoring of budget utilization rate together with HQ Finance personnel.
29. Regular monitoring to stock position in relation with Logistics.
30. Ensure the post distribution monitoring in line with operational guidelines.
31. Submit monthly progress report and annual report including activities, work done, challenges, expenses and financial situation to Director and Dy-Director of Health.
32. Ensure that lessons learnt are well documented and transparent.
33. When emergency happen, need to report urgently to direct supervisor.
34. Produce summary report to direct supervisor after attending the meetings/ workshop/ seminar/ training.

## Designated Authority

35. Take authorized signatory for designated works and levels.
36. Authorize for staff casual leave of staff that are under supervision.
37. Financial authorize for defined amount of office.

## General

38. Perform any other tasks allocated by Director and Deputy Director.

## Skills, Competencies and Requirements

- **Must be University Graduate with Health-related Degree**
- Relevant post graduate qualifications are preferred
- Minimum 3 years of community-based health or health project experiences.
- Working experience in remote and resource limited settings
- Minimum 2 years of project/program management experiences (preferable for health related)
- Well-developed computer skills, with demonstrated competence in Excel, Word and Power point (English and Myanmar)
- Strong skill in numerical recording, data maintenance
- Strong interpersonal and communication skills
- Well organized, efficient, with excellent attention to detail and ability to meet deadlines

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- Ability to manage and priorities multiple tasks, take initiative and problem solve
- Able to work well in a team and live in stressful situations
- 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.

**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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