



# Myanmar Red Cross Society

HR- TGI VA No. 007.2- Field Project Assistant



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

## Field Project Assistant

- No. of Post** : 1 Post  
**Report to** : Senior Programme Officer and Programme Manager  
**Department** : Health Department  
**Project/Program** : Community Based Programme for Malaria Prevention  
**Duty Station** : Mawkmai  
**Grade** : B1  
**Benefits** : Salary + Insurance + Training + Travelling Allowances + Casual Leave + Quarantine Leave + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave  
**Application Period** : 19-June-2024 to 26-June-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 and 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 Moani with the support of UNOPS/GF RAI4E Grant. The main programme

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

MRCS-UNOPS/GF-RAI4E/Field Project Assistant for Community Based Programme for Malaria Prevention

(5/02/2024) (007)



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activities will be Integrated Community Malaria Volunteer (ICMV) trainings, 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).

## Purpose of the Position

Under the overall supervision of PM/Sr.PO, field project assistant is mainly responsible for township project office management, township level stock management and also in monitoring and reporting of project activities & achievement at field level by following the framework of the MRCS policies and procedures and in accordance with the fundamental principles of the Red Cross Movements.

## Duties and Responsibilities

1. Responsible for monthly WA clearance of township expenditure as per financial guidelines by collaboration with township field supervisors & field assistants.
2. Responsible in leave requesting process of field staffs to state on time and maintain leave record properly at township office.
3. Make necessary arrangement for MO of field staffs in time and updating of MO register.
4. Act as focal person for indenting & receiving of various stocks from state and also responsible for issuing of stocks to field staffs and ICMVs.

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5. Responsible for regular preparation and updating of stock books, bin cards for all items of stock at township and make all the commodities are properly kept in township store room.
6. Conduct regular ground stock count and reconciliation together with Field Supervisor and report to PSO and Sr.PO.
7. Responsible for reporting of daily attendance, daily stock report of various stock, monthly duty report and monthly stock report to PSO.
8. FPA's daily and monthly activities report have to be submitted along with township motorcycle & fixed asset condition report to PSO at state project office.
9. Conduct regular monitoring visit to project villages/ICMVs and report the findings to MEA
10. To check and verify the program related data on regular basis under the guidance from MEA and enter the data timely and submit the reports in time to MEA.
11. Regularly participate in various report review and analysis of the achievement with the respective program staffs.
12. Responsible for township office security and day to day running of township project office activities by collaboration with field supervisor.
13. Act as focal person for communication between state and townships staffs. Regularly check email from state and inform accordingly to field staffs to take timely action
14. Organize occasional township meetings together with field supervisor, take and record meeting minutes, report to Sr.PO/PM.
15. Regularly check the project motorcycle log book and log sheet. Properly maintain and keep the programme related files in township.
16. Conduct the purchase of required items for township office according to standard guidelines and operating procedure.

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17. Perform other programme related work as per instruction by PM & respective supervisors.

### Skills, Competencies and Requirements

- **Must be a Myanmar National**
- University level preferably any graduate
- Effective computer skills and knowledge (MS word, excel and power point)
- Good communication and coordination skills
- Minimum 1 year experience in public health related program/project especially Malaria or other health program/project
- Can work independently under pressure
- Be initiative, obedient, reliable and trustworthy
- Being local and able to speak local language is an asset
- Can work outside the office hours, on weekends or whenever required by the program
- Can travel to project villages/can stay 2 weeks each in respective project township and State Project Office in Taunggyi in every month
- 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 needed to send application letter together with CV, passport-size photo, ID Card copy, Household chart, education qualifications and references (PDF Version)to:**

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**Head Office:**

Myanmar Red Cross Society  
Razathingaha Road, Dekhinathiri,  
Nay Pyi Taw

**Branch Office:**

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

(or)

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

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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