



HR- TGI VA No. 016.3- Project Assistant 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.

Project Assistant 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 : Nay Pyi Taw
Grade : C2
Benefits : Salary + Insurance + Training + Travelling Allowances + Casual Leave + Quarantine Leave + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave

Application Period : 1-July-2024 to 7-July-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 Moani with the support of UNOPS/GF RAI4E Grant. The main programme

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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).

Job duties and responsibilities

1. Responsible to attend various kinds of MRCS malaria program related meetings/trainings held by important stake holders such as UNOPS/WHO/NMCP/GF at Yangon and Naypyitaw and to report accordingly to PM/Sr.PO
2. Supervise and communicate with admin assistants of NPT/YGN in day to day running of office related activities such as processing and follow up for approval of important office letters, Monthly WA clearance documents, leave and HR related documents etc..of the program.
3. Responsible for copying, systematic filing and proper keeping of scanned copy of all the approved office letters, office order, HR, financial/logistic documents of the program and send back the originals to State project office in Taunggyi in time.

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4. Coordinate and cooperate with other departments of MRCS at NPT/YGN (such as Finance, Logistic, Admin, HR etc.) whenever necessary for smooth running of the program.
5. Coordinate and Cooperate accordingly with important stake holders at state and central level (NPT/YGN) under the supervision and instruction by PM.
6. To coordinate and communicate with township field project staffs/state and central level staffs as instructed by PM.
7. Combine Reports from the state level and township level staffs and submit the analyzed report to supervisors in time.
8. Record and keep the programme related documents such as original documents of programme activities, important reports, meeting minutes, important data in both soft copy and hard copy.
9. Responsible for going to project townships as necessary for various purpose of programme planning, implementation, supervision, monitoring and coordination.
10. Organize the various kinds of meetings of senior staffs, take and record meeting minutes, closely follow up the implementation of meeting output by communicating with other staffs and report to PM accordingly.
11. Organize state level programme activities by coordinating and cooperating with other staffs under the supervision of Sr.PO and PM.

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12. Assist Sr.PO in preparing Working Advance for programme activities and monthly clearance of working advance.
13. To do procurement and logistic related things as necessary especially at NPT/YGN.
14. To act as focal of the program at NPT/YGN and to travel to NPT/YGN/TGI whenever necessary as per program requirements.
15. To perform any other duties assigned by Program Manager and Senior Programme Officer.

Position Requirements

- University Degree Holder
- Minimum 2 years experience in public health related program/project especially malaria or other health program/project
- Having experience in programme related work
- Very good communication and coordination skills
- Can work under pressure and independently.
- Effective computer skills (MS word, excel and power point)
- Can speak and write English language
- Can work overtime outside the office hours/on weekends as required.
- Can go to project townships/NPT/YGN on short notice.
- Be obedient, reliable and trustworthy.
- Local language is an asset

****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:**

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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,
Khwat Nyo Street Shan
State, Taunggyi**

(or)

Email: mrcshr.tgi2022@gmail.com

For more information and application, please visit to the www.redcross.org.mm

Only short-listed candidates will be contacted for a personal interview.

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