



# Myanmar Red Cross Society

HR- TGI VA No. 30 – Programme 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.

## Programme Assistant

|                           |   |
|---------------------------|---|
| <b>No. of Post</b>        | <b>: 1 Post</b>   |
| <b>Report to</b>          | <b>: Senior Programme Officer and Programme Manager</b>   |
| <b>Department</b>         | <b>: Health Department</b>  |
| <b>Project/Program</b>    | <b>: Community Based Programme for Malaria Prevention</b>   |
| <b>Duty Station</b>       | <b>: Taunggyi / Namsang</b><br><b>(Can be stay 2 weeks in Taunggyi, 2 weeks in Namsang )</b>  |
| <b>Grade</b>              | <b>: C1</b>   |
| <b>Benefits</b>           | <b>: Salary + Insurance + Training + Travelling Allowances + Casual Leave + Quarantine Leave + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave</b> |
| <b>Application Period</b> | <b>: 1-July-2024 to 7-July-2024, 16:30</b>  |

### 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 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

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*(19/03/2024) (009.4)*



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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, programme 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 collecting, combining and checking of weekly/monthly programme report from assigned townships and do necessary analysis in order to timely submit to Sr.PO/PM.
2. Regularly communicate with township staffs regarding planning, implementation and reporting of programme activities and give necessary feedback in time.
3. Responsible for thorough checking of field staffs' activities of assigned townships on daily basis by reviewing of daily report whether the activities are correctly and really done or not by field staffs as per their JD, approved work plan, instructed guidelines and occasional instructions from the supervisors.
4. Responsible for overall township management of assigned project townships under the guidance and instruction by PM.

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5. To coordinate and collaborate with project officers and township field supervisors for all the activities to be done within project townships and also with training officer and M&E assistant to monitor the achievement and training needs.
6. Responsible for collecting, combining and thorough checking of quarterly/monthly work plan and monthly WA request of township staffs in order to submit in time to supervisors along with findings and recommendations.
7. Responsible for thoroughly checking of trip plan of township field staffs whether it is aligned & complete or not as per work plan/instructed guideline, make sure trip plan are submitted in time and give necessary feedback and approval accordingly.
8. Responsible for organizing of all the meetings such as monthly staff meeting at State, weekly township meetings occasionally held between state and townships and record complete meeting minutes and submit to Sr.PO/PM within 2-3 days.
9. To travel to 2-3 project townships per month with minimum of 4 project villages/township as routine monitoring & supportive supervision and also to make continuous coordination with stake holders during the visit and submit detailed supervision report in time to Sr.PO/PM.
10. To submit daily report received status from township staffs on daily basis, submit daily report on time and also report summarized weekly report of townships including up to date RDT testing achievement and field activity monitoring report.
11. Responsible for reporting of any urgent/important information to Sr.PO/PM in time and submit monthly report along with relevant and detailed information about previous and coming months.
12. Can communicate and coordinate with stake holders at Central, State and townships level whenever needed. (UNOPS/PR, NMCP, SHD, Township Health Departments and State/Township Red cross supervisory committee.)
13. Responsible for record keeping and systematic filing of programme related reports/original documents/meeting minutes.

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14. Participate in logistic and supply management of various kinds of stock at state and township project offices as required by collaboration with PSO.
15. Can work outside the office hours, on weekends and assist PM/Sr.PO and other project team members whenever required to.
16. Perform any other programme related duties as assigned by Senior Programme Officer and Programme Manager.

## Skills, Competencies and Requirements

- **Must be a Myanmar National**
- Must be University Degree Holder
- Must have minimum two years experienced with similar position or any other related posts in NGOs/INGOs/MRCS
- Experience or knowledge in programme management, implementation and reporting
- Well Developed computer skills with demonstrated competence in Excel, Word and 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
- Commitment to learn, open to change and willing to try new things
- Can ride the motorcycle and must have valid driving license
- Able to travel to project sites frequently with short notice
- Understanding of 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

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- 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,  
Khwat 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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