



# INTERNATIONAL RESCUE COMMITTEE

## Vacancy Announcement-Ref No. 57790

(National Only)

### Four Core values of IRC

#### Integrity

We are open, honest and trustworthy in dealing with clients, partners, co-workers, donors, funders and the communities we affect.

#### Accountability

We are accountable—individually and collectively—for our behaviors, actions and results.

#### Service

We are responsible to the people we serve and the donors who enable our service.

#### Equality

We strive for equal outcomes for all clients and colleagues by promoting equitable access to opportunities and services.

### From Harm to Home

The mission of the IRC is to help people whose lives and livelihoods are shattered by conflict and disaster to survive, recover, and gain control of their future. [www.theirc.org](http://www.theirc.org)

Who receives IRC's services?	the most vulnerable populations
Which sectors?	Water & sanitation, women protection & empowerment, protection, health, social development
When began in Myanmar?	2008
What position you are applying for?	Cash and Basic Needs Manager
Number of Opening	1
Who you report to?	Cash and Basic Needs Coordinator
Where you work?	Mandalay/Sagaing
When you start working?	Immediately
What will you get?	Basic Pay + Fringe Benefits (Health Insurance + Annual Group Life Insurance + Annual 13 <sup>th</sup> Month Pay + Severance + Leaves Entitlements)
When can you apply?	During 8 <sup>th</sup> April 2025 to 20 <sup>th</sup> April 2025
What IRC expects from you?	Zero tolerance with financial fraud, sexual harassment, sexual violence, child abuse, abuse on beneficiaries. The applicant is expected to abide by IRC's policies related to safeguarding. IRC defines safeguarding as "An umbrella term that covers both staff and client-facing protection from exploitation and abuse".
What is your Job Scope?	<b>Scope of work:</b> IRC seeks a dynamic individual to support the expansion of cash assistance programming in Myanmar. IRC Myanmar has initiated multi-purpose cash assistance programming in order to enable the crisis-affected communities meet their basic needs as they defined and prioritized them in a resilience and dignified manner and reduce the resorting of negative coping mechanisms by the affected population. Currently, IRC Myanmar is working on emergency response assistance program in earthquake affected areas particularly in heavily affected areas of Mandalay and Sagaing. As part of the emergency response, IRC would like to provide CVA to the affected population in collaboration with the local partner organizations in the ground in order to help meet the basic needs of the affected communities.

**Major Responsibilities:** Under the supervision of Cash and Basic Needs Coordinator, CBN Manager will be responsible for the following tasks.

**Program Quality and Implementation**

- Lead and supervise the field implementation for Cash and Basic Needs programming particularly for Multi-Purpose Cash Assistance activities in where IRC do the intervention.
- Assistance in the design processes of essential assessment process such as needs, gap, feasibilities and market assessments in collaboration with IRC MEAL focal.
- Support the development of concept notes and proposals related to CVA programming expansion and continuation from emergency to long-term response, including budgets, logical frameworks, relevant indicators.
- Proceed with the identification of the crisis-affected communities, selection, and monitoring of the most feasible CVA modalities and mechanisms, according with the needs and context.
- Develop the workplan in collaboration with the relevant implementing partners/focal points.
- Liaise with field finance for cash projection and expenses planning.
- Support in FSP and partner mapping for potential CVA intervention in the country
- Co-lead engagement with various interagency coordination forums including Cash Working Groups and identification of strategic partnerships aligned with IRC approach.
- Coordinate with MEAL team in keeping track of program achievements and preparation of the required reports.
- Coordinate with other IRC's sector (Protection, WASH, Health & WPE) focal at the field levels for integrated programming
- Perform other duties as required by the supervisor.

**Partnerships and Representation**

- Provide the technical supports to partners in arrangement of the capacity building trainings, program design, gaps and feasibility assessments form development and data collection, community consultation, targeting and defining of the selection criteria.
- Conduct regular follows with the partner for activities updates, key challenges to provide required technical support in the process starting from assessment, distribution to learning phases.
- Conduct regular field visits monitoring to support the partner in the field implementation and make sure protection is mainstreamed throughout the project cycle.
- Deliver capacity-building sessions to partners/ new team members and community mobilizers as needed.

**Monitoring, Evaluation, Accountability, and Learning (MEAL)**

- Ensure data collections are completed in the quality manner and conduct the data validation, ensuring they are done properly in collaboration with MEAL.
- Establish strong databases for client data and other programmatic information in coordination with MEAL Team
- Support in reviewing of the assessment's reports, narrative and case studies and keeping track of the all the program related documentation throughout the implementation.

**Reporting**

- Assist the CBN Coordinator in narrative and donor reporting.

- Provide timely report about arising needs, implementation progress, distribution progress and key challenges according with the context.
- Professional Standards
- Complete other duties as assigned by the supervisor to enable and develop IRC programs.
- Adhere to the IRC Way Standards for Professional Conduct and the IRC country employment policies.

## What should you have?

### Education

- A bachelor university degree in International Development, Business Administration, Economics, or Humanitarian Response preferred.

### Experiences

- At least 3 years of relevant work experience in cash and voucher assistance and/or other humanitarian and development program with demonstrated experience in both direct implementation and working with partners.
- Knowledge and experience in implementing humanitarian or development projects, especially in conflict contexts.

### Competency

- Willingness to travel to earthquake affected areas within Myanmar is required.
- Fluency in Burmese and English required.
- Proven ability to work well in and promote teamwork, comfortable in a multi-cultural environment, flexible and able to handle pressure with professional grace.
- Proficiency in Microsoft Office suite, including Word, Excel and Outlook
- Demonstrated dedication to Do No Harm approach, gender equality and inclusion.

### Language Skills:

- Fluency in Burmese and English required.

Deadline	Application Link
<b>5pm on Sunday, April / 20 / 2025.</b>	<a href="https://rescue.csod.com/ux/ats/careersite/1/home/requisition/57790?c=rescue">https://rescue.csod.com/ux/ats/careersite/1/home/requisition/57790?c=rescue</a>
<b>Notes:</b> <ul style="list-style-type: none"> <li>➤ I Resume/Application is requested to be submitted in <b>Microsoft Word Format</b>.</li> <li>➤ Please clearly mention the Position and Location you are applying for in the email Subject Line.</li> <li>➤ IRC is an Equal Opportunity Employer and considers all applicants on the basis of merit without regard to race, sex, color, national origin, sexual orientation, age, marital status, veteran status, or disability. IRC's GEDI, Gender Equality Diversity and Inclusion policy applies to all IRC Staff.</li> <li>➤ IRC practices zero-tolerance against any abusive action. IRC's Child Safeguarding and Adult Safeguarding Policy applies to all IRC staff.</li> <li>➤ Candidates are required to declare in advance should there be any relative or family member currently employed in IRC. Failure to do so, he/she will result in the termination of the employment contract even after successfully being selected.</li> <li>➤ <b>IRC regrets to inform you that only short-listed candidates will be contacted.</b></li> </ul>	