



INTERNATIONAL RESCUE COMMITTEE

Vacancy Announcement-Ref No. req58818

(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. <https://www.rescue.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 Officer
Number of Opening	1
Who you report to?	Cash and Basic Needs Manager
Where you work?	Southern Shan
When you start working?	Immediately
What will you get?	Basic Pay + Fringe Benefits (Health Insurance + Annual Group Life Insurance + Annual 13 th Month Pay + Severance + Leaves Entitlements)
When can you apply?	During 9 July 2020 to 19 July 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?

Job Overview/Summary:

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 Southern Shan. As part of the emergency response, IRC will be providing multi-purpose cash assistance to the affected population in collaboration with the local partner organizations.

This is based in Southern Shan with regular travel to implementation sites.

Major Responsibilities:

Under the supervision of Cash and Basic Needs Manager, Cash and Basic Needs Officer will be responsible for the following tasks.

- Support the program manager in implementation of field activities such as community consultation, assessment data collection, beneficiary registration and distribution monitoring.
- Support with the proper filing of the program related documentation such as assessment reports, distribution records, monthly workplan and achievement reports etc.
- Liaise with relevant finance focal for programmatic expense request and liquidation process.
- Support in coordinating with relevant community leaders and identification of the communities in need of humanitarian assistance.
- Support in the arrangements of required technical training on data collections and capacity building training on CVA core concept.
- Support the program manager in local partner mapping and FSP mapping.
- Support in conduction monitoring of market prices and market functionality assessments when required.
- Conduct the regular monitoring of the field implementation by the partner organizations and reporting back on key findings.
- Support in validation of the data from the assessment, registration to monitoring stages.
- Support the program manager in workplan development, program expenses forecasting and liaising with the procurement department as necessary.
- Support in hiring of incentives workers / community focal points when needed.
- Perform additional duties as required.

Key Working Relationships:

- Position Reports to: Cash and Basic Needs Manager
- Position directly supervises: None

What should you have?**Education:**

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

Work Experience:

- At least 2 years of relevant work experience in cash and voucher assistance and/or other humanitarian and development programmes with demonstrated experience in both direct implementation and working with partners.
- Knowledge and experience in implementing humanitarian or development projects, especially in conflict contexts.

Demonstrated Skills and Competencies:

- Willingness to travel to earthquake affected areas within Myanmar is required.
- Have well-round knowledge of local context (earthquake affected areas) is preferred.

- 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 an anti-racist and Do No Harm approach, gender equality and inclusion.

Language Skills:

- Fluency in Burmese required, Conversational in English.

The application will be considered on a rolling basis throughout the vacancy opening period and IRC take the right to finalize the application process before the closing date of the announcement.

Deadline	Application Link
5pm on Saturday, July/ 19 /2025.	https://rescue.csod.com/ux/ats/careersite/1/home/requisition/58818?c=rescue
<p><u>Notes:</u></p> <ul style="list-style-type: none"> ➤ I Resume/Application is requested to be submitted in Microsoft Word Format. ➤ Please clearly mention the Position and Location you are applying for in the email Subject Line. ➤ 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. ➤ IRC practices zero-tolerance against any abusive action. IRC's Child Safeguarding and Adult Safeguarding Policy applies to all IRC staff. ➤ 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. ➤ IRC regrets to inform you that only short-listed candidates will be contacted. 	