



Myanmar Red Cross Society

HR-VA No.126.1 – Program Field 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.

Program Field Officer

No. of Post	: 5 Posts
Report to	: Senior Program Coordinator
Department	: Health Department
Program/Project	: Strengthening Community-Based Volunteer Engagement to Reach Zero-Dose Children in Low-Performing Areas of Myanmar Program
Duty Station	: Yangon (Field Hub Offices)
Grade	: D-1
Benefits	: Salary + Insurance + Monthly Allowances + Training + Communication Charges + Travelling Allowances + Casual Leave + Quarantine Leave + Earned Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave+ Paternity Leave + Compassionate Leave + Blood Donation Leave
Period	: Till at the end of 2026 (possible extension)
Application Deadline	: 15-October-2026 to 22-October-2026, 16:30 p.m.

Brief Intro About Department or Program: Myanmar Red Cross Society (MRCS) is volunteer-based humanitarian organization throughout the whole country acting with and for the most vulnerable at all times. The Community-Based Volunteer Engagement Program to Reach Zero-Dose and Under-Immunized Children is implemented by the Myanmar Red Cross Society (MRCS), with technical support from UNICEF and technical oversight from the Ministry of Health. The program aims to increase routine immunization uptake among zero-dose and under-immunized children under five in Yangon Region through community-based volunteer engagement across 44 townships.

The program responds to the need for stronger identification and follow-up of children who have not received routine vaccinations or who are under-immunized. MRCS community volunteers will support household-level mapping and identification of zero-dose and under-immunized children, community mobilization and vaccine demand generation, linkage with Basic Health Staff (BHS), and community-based monitoring and reporting of Vaccine-Preventable Disease (VPD) risks.

The implementation model comprises 765 Community Volunteers, 44 Township Volunteer Supervisors and 8 Field Hub Offices. UNICEF provides technical support, the Ministry of Health provides technical oversight, and MRCS leads implementation through its Health Department, branches, field teams and volunteer network.

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"Our recruitment and selection procedures reflect our commitment to the safety and protection of children, and prevention of violence among communities' members in our programs"

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

MRCS-UNICEF/Program Field Officer for Health Department/YGN(Field Hub Offices) (15/10/2026)



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Purpose of the Position: Within the framework of MRCS policies, procedures and the Fundamental Principles of the Red Cross and Red Crescent Movement, the **Program Field Officer** will lead and coordinate field-level implementation of the Immunization Program across the assigned township cluster. The position will be responsible for supporting township-level planning and implementation, coordinating with Township Health Teams and Basic Health Staff (BHS), supervising and supporting volunteers, strengthening community engagement, monitoring immunization-related activities, verifying zero-dose and missed-child tracking, supporting Vaccine-Preventable Disease (VPD) surveillance and ensuring timely and quality reporting. The position will also support the Senior Program Coordinator in ensuring that program activities are implemented according to approved plans, technical standards, agreed indicators, safeguarding requirements and program timelines.

Duties and Responsibilities:

Planning and Coordination

1. Develop and update township-level micro plans and activity plans in coordination with Township Health Teams, BHS, MRCS branches and community stakeholders.
2. Support the preparation of field implementation plans, activity schedules and resource requirements in line with the approved project workplan and budget.
3. Coordinate regularly with Township Health Teams, BHS, MRCS branches, community leaders and relevant stakeholders to facilitate effective implementation of immunization activities.
4. Participate in baseline assessments, mapping exercises, training needs assessments and other field assessments as required.
5. Identify implementation gaps, operational challenges and emerging needs at township and community levels and report them to the Senior Program Coordinator.
6. Maintain effective coordination and communication with relevant MRCS departments, partners, local authorities and health service providers.

Program Implementation

7. Lead and monitor implementation of planned immunization activities across the assigned township cluster.
8. Support routine, catch-up and other agreed immunization activities in coordination with Township Health Teams and BHS.
9. Support identification, mapping and tracking of zero-dose, under-immunized and missed children within targeted communities.
10. Monitor follow-up activities for children identified through zero-dose and missed-child tracking mechanisms.

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11. Support community mobilization and caregiver engagement to improve demand for and uptake of immunization services.
12. Ensure that field activities are implemented according to approved workplans, technical guidance and project standards.
13. Identify barriers to immunization access and uptake and work with relevant stakeholders to develop appropriate field-level solutions.
14. Support integration of immunization activities with relevant community health promotion, health education and social and behavior change activities where appropriate.

Volunteer Management and Capacity Building

15. Supervise and provide technical and operational guidance to the Assistant Program Support Officer, Volunteer Supervisors and assigned community volunteers.
16. Support volunteer recruitment, orientation, refresher training and on-the-job coaching according to program requirements.
17. Ensure that volunteers understand their roles and responsibilities related to community mobilization, household mapping, zero-dose identification, caregiver engagement and reporting.
18. Conduct regular volunteer supervision and supportive monitoring visits.
19. Review and verify volunteer activity reports and provide timely feedback for improvement.
20. Identify volunteer capacity gaps and communicate training and support needs to the Senior Program Coordinator.
21. Promote teamwork, accountability, safeguarding and adherence to the MRCS Code of Conduct among staff and volunteers.

Community Engagement

22. Support community engagement activities to increase awareness and acceptance of immunization.
23. Monitor household mapping and community-level identification of children who may have missed routine or recommended vaccinations.
24. Support Social and Behavior Change (SBC) and community dialogue activities addressing immunization-related concerns, misinformation, misconceptions and barriers.
25. Promote meaningful participation of caregivers, community leaders, volunteers and other relevant community members in immunization activities.
26. Support appropriate community feedback and referral mechanisms and ensure that concerns raised by communities are communicated to the relevant program or health authorities.
27. Ensure that community engagement activities are inclusive and consider the needs of vulnerable and hard-to-reach populations.

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Monitoring, Data Management and Reporting

28. Conduct regular field monitoring and supportive supervision visits to assess the quality and progress of program activities.
29. Verify and monitor zero-dose and missed-child tracking lists in coordination with BHS and relevant health teams.
30. Review volunteer and township-level activity data for completeness, consistency and accuracy.
31. Ensure timely collection, compilation and submission of field-level program data and reports.
32. Maintain appropriate records of field activities, supervision visits, meetings, community engagement activities and follow-up actions.
33. Participate in periodic program reviews, assessments and evaluations, including internal and external evaluations as required.
34. Identify data quality issues and coordinate with relevant staff to address discrepancies.
35. Prepare monthly narrative reports, field supervision reports, success stories and other reports required by the program.

VPD Surveillance and Referral

36. Coordinate with BHS and Township Health Teams in the identification and reporting of suspected Vaccine-Preventable Diseases (VPDs).
37. Support community volunteers in recognizing and referring suspected VPD cases through established reporting and referral mechanisms.
38. Ensure timely communication of relevant field-level information to the Senior Program Coordinator and appropriate health authorities.
39. Support community awareness activities related to disease prevention, early identification and timely referral of suspected cases.

Skills, Competencies and Requirements:

- **Must be University Graduate**
- Minimum 2 years of relevant field implementation experiences
- Good skills in planning, coordination, monitoring and reporting
- Ability to collect, review, verify and maintain field-level data
- Strong skill in numerical recording and data maintenance
- Good working knowledge of Microsoft Word, Excel and PowerPoint (English and Myanmar)
- Strong interpersonal, communication and facilitation skills.
- Ability to supervise, coach and motivate staff and volunteers
- Strong problem-solving and decision-making skills

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- Well organized with good attention to detail and ability to meet deadlines
- Ability to work independently and effectively as part of a team
- Ability to work effectively as part of a team and perform well under pressure in challenging and stressful field environments
- Willingness and ability to travel extensively within assigned townships
- Fluency in Burmese (written, spoken, listening comprehension)
- Ability to travel anywhere at short notice
- Ability to follow Red Cross (7) fundamental principles, 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
- **Red Cross Volunteers and females are encouraged to apply**
- Applicants are required to fully comply with MRCS staff regulations, the organization's code of conduct, PSEA policy, child safeguarding standards, anti-fraud and corruption measures, equal opportunity principles, and all other zero-tolerance policies and procedures.

"We strive to advance diversity and gender equality across our organization and strongly encourage applicants from diverse backgrounds to apply."

****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. 42, Red Cross Building, Strand Road,
Botahtaung Township, Yangon.**

Email: mrcshrrecruitment@redcross.org.mm (or)

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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