



Myanmar Red Cross Society

HR-HQ VA No.017.1 – Assistant Resource Mobilization 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.

Assistant Resource Mobilization Officer

No. of Post	: 1 Post
Report to	: Program Manager
Department	: Resource Mobilization Department
Program/Project	: Improving MRCS Branch Development and Financial Sustainability through Decentralization of Commercial First Aid (CFA) to States and Regions Project
Duty Station	: NayPyiTaw / Yangon
Grade	: D-1
Benefits	: Salary + Insurance + Transportation Allowance + Health Benefit Allowance + Supplementary Allowance + Training + Travelling Allowances + Casual Leave + Quarantine Leave + Earned Leave + Medical Certificate Leave + Maternity Leave + Home Leave + Substituted Leave + Paternity Leave + Compassionate Leave + Blood Donation Leave

Application Period : 10-March-2025 to 24-March-2025, 16:30 p.m.

Background of Department

Resource Mobilization Department formed since 2011 in the Society and along with developing policies and procedures in line with leadership guidance. Resources Mobilization department is society's ability to acquire resources and mobilize people towards accomplishing Society's goals. It works towards bringing money, supporters, attention of the media, alliances with those in power, and refining the organizational structure. It includes fundraising, income generation activities, donations in-kind and other partnerships to strengthen society capacity to better assist more vulnerable people.

Purpose of the Position

Assistant RM Officer is responsible administration and financial process of Income Generation activities from Commercial First Aid Program including monthly and annual income and evaluating the profitability and maintaining complete and accurate financial records from office's monthly expenditure, providing overall administrative support to the department.

"Person with disability are encouraged to apply this post as they will be given equal opportunity"

"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-IFRC/NSIADRC for Assistant Resource Mobilization Officer NayPyiTaw/Yangon/Resource Mobilization Department (10/3/2025)



Duties and Responsibilities

1. Ensure RM department's daily finance operations, and in particular cash transfer / advance
2. and deposits between Resource Mobilization and Finance/ other Departments in an efficient and timely manner.
3. Manage office supplies and organizing maintaining filing systems.
4. Issue and reconcile working advances, per diems and travel cost for RM staff.
5. Prepare regular reports on monthly working advance claim, expenses and office budgets in time.
6. Submit Income Generation Report activities report and Fundraising activities at Nay Pyi Taw report to Programme Manager.
7. Check the stocks in kit shop monthly and report to Fundraising Officer.
8. Collaborate with team for fundraising events and activities.
9. Manage the follow Up of financial operations with Finance department and clients.
10. Support in advertising, promotion and related event.
11. Assist in Corporate Social Responsibility and organizing fundraising.
12. Undertake duties and responsibilities assigned by Head of Department/ Director.
13. Maintain efficient and professional working relationships and communication channels.

Skills, Competencies and Requirements

- Must be University graduate
- Diploma or Certificate in Financial management or Accounting or equivalent CPA or ACCA
- Minimum (2) years of working experience for a humanitarian aid organization in administrative financial management
- Good budgeting skills and strong commitment in work
- Proficient in MS Office and Access and financial application software packages
- Knowledge of basic finance procedures (payments, receipts, working advances, bank reconciliation, etc)
- Ability to work under pressure and with tight deadlines
- Good Interpersonal, communication skill and team work
- Strong Skills in general administration, oral and written communication
- Good communication skills in both Myanmar and English
- Red Cross Volunteers are preferable

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- Able to work well in a team and live in stressful situations
- Ability to travel anywhere at short notice, and to work independently and as part of a team
- 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

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

Branch Office:
Myanmar Red Cross Society
No. 42, Red Cross Building, Strand Road,
Botahtaung Township, Yangon. (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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