



Myanmar Red Cross Society

4HR-HQ VA No. 071 – Admin, HR and Logistics 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.

Admin, HR and Logistics Officer

No. of Post	: 1 Post
Report to	: Field Manager
Department	: Health Department
Program/Project	: Building Health Resilience in Emergencies Project
Duty Station	: Loilen
Grade	: D-1
Benefits	: Salary + Insurance + Transportation Allowance + Health Benefit Allowance + Supplementary Allowance + Accommodation 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 : 20-June-2024 to 4-July- 2024, 16:30

Background of Department

In the present days, MRCS **Health Department** is implementing 13 programs and projects across the country with the support of several partners comprising ICRC, IFRC, PNs and also non- Red Cross partners. MRCS health program and projects are implementing program/ project based on following four types;

1. Promotive and Preventive types
2. Curative types
3. Rehabilitative types
4. Health in emergencies types.

The **Building Health Resilience in Emergencies Project** is based on MRCS Strategic Plan 2016-2020 which in turn, is aligned with the Strategy 2020 of the International Federation of Red Cross and Red Crescent Societies (IFRC). The goal of the program is to reduce mortality and morbidity related to

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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-FRC/Admin, HR and Logistics Officer for NayPyiTaw/Yangon/Health Department (20/6/2024)



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priority communicable diseases and the impact of public health emergencies and disasters, and promotes health and sanitation by improving the capacity of communities and Red Cross branches. MRCS continued to engage several community-based programmes with the support of IFRC since 2014. All of the interventions undertaken in 2014 were aimed at improving the resilience of vulnerable communities towards current risks (health risks and future disasters). Main interventions included disaster risk reduction (DRR) efforts aimed at high-risk rural and urban communities, as well as school children, CBHFA for communities and water and sanitation (WatSan) efforts in identified areas with needs.

Purpose of the Position

Within the frame work of the MRCS policies and procedures and in accordance with the fundamental principles of the Red Cross Movement, **Admin, HR and Logistics Officer** will assist the Field Manager and technical supports to the field project implementers to achieve the objectives of the project by close coordination with Health, Admin, HR and Logistics Departments of MRCS.

Duties and Responsibilities

Program Support

1. Maintain Leave accounts, leave register and assist to Field Manager for leave checking to the township office.
2. Provide movement order for program staff travel and validation.
3. Manage security and cleaners for efficient result.
4. Record registers for correspondence and provide dispatch services for correspondences.
5. All the records including meeting minutes and documents related to the Human Resources, Logistics and Admin in line with record retention guideline.
6. Prepare monthly duty list for the township office to calculate payroll and sent it to focal person of Human Resources Department.

Human Resources

7. Handling of recruitment and selection process at Loilen Township (staff requisition, Collecting CVs, long listing, interviewing, contracting and briefing).
8. Prepare monthly report and manpower report including recruitment status, challenges and recommendations.
9. Record and entry data of staff profile in Hard copy and Soft copy.
10. Assist to performance review process (Probation and Permanent).

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11. Carry out briefing and orientation programme for new employees in Loilen.
12. Coordinate with HR Officer (Compensation & Benefit) for preparing staff insurance and other benefits Community Based Health and Resilience Program.
13. Assist and coordinate with HQ HR team in providing HR Training (Policy awareness, Induction, Capacity Building, etc.).
14. Prepare Work certificate for voluntary resigned staff.
15. Collect and send all performance appraisal forms to the HQ for the field project staff.

Logistics

16. Plan and organize transportation requirements, implement and maintain use of transportation management system and assist Field Manager in planning best use of vehicles.
17. Register and keep fixed assets registers, inventory ledger, vehicle log book.
18. Prepare monthly report including stock position status, procurement situations, challenges and recommendations.
19. Ensure correct storage, rotation of stock and proper structural maintenance of store/warehouse to keep all stocks in good condition.
20. Maintain accurate stock control and records of regular basis and to provide advice on warehousing issues that affect the overall operation.
21. Prepare and make sure in all procurement process of the project activities (Stationary, Refreshment, Supportive materials, Accommodation, Venue, Wat/San Hardware construction, etc...) in line with the MRCS procurement procedures.

General

22. Perform any other related tasks as assigned by Direct Supervisor and the department.

Skills, Competencies and Requirements

- **Must be University graduated**
- Minimum two years' experience in related filed
- Well-developed computer skills, with demonstrated competence in Excel, Word and Power point (English and Myanmar)
- Strong skill in numerical recording, data maintenance
- Strong interpersonal and communication skills, both oral and written
- Excellent command of English and Myanmar especially in translating, including written, spoken and typing

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- Local language (Pa-O and Shan) is preferable
- Well organized, efficient, with excellent attention to detail and ability to meet deadline
- Ability to manage and priorities multiple tasks, take initiative and problem solve
- Able to work well in a team and live in stressful situations, and ability to travel anywhere at short notice
- **Ability to operate motorbike safely and must have valid driving license**
- Ability to follow Red Cross (7) fundamental principles, MRCS policy, strategies and guidelines
- 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.

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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