



## Myanmar Red Cross Society

HR- VA No. 015.1 – Administration 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.

### Administration Officer

No. of Post	: 1 Post
Report to	: Project Manager
Department	: Organizational Development Department
Project/Program	: Strengthening the Structures and Disaster Risk Management Capacities of MRCS
Duty Station	: NayPyiTaw/Yangon
Grade	: D-2
Benefits	: Salary + Insurance + Monthly Allowances + Periodic Allowances + Training Communication Charges + Travelling Allowances + Casual Leave + Quarantine Leave + Earned Leave + Medical Certificate Leave + Maternity Leave + Home Leave + Substituted Leave + Paternity Leave + Compassionate Leave + Blood Donation Leave+ Medical Certificate Leave+ Maternity Leave + Substituted Leave

**Application Deadline** : 2-June-2025 to 16-June-2025, 16:30 p.m.

#### Background of Project

Myanmar Red Cross Society in collaboration with German Red Cross, Strengthening the Structure and Disaster Management Capacities of MRCS (SSDRMC) project is currently implementing. This project aim is contributing to strengthen self-help capacities of the population by improving assistance services in the area of disaster risk management of the Myanmar Red Cross as National Aid Agencies.

#### Purpose of the Position

The Administrative Officer is responsible for administrative, finance and logistical support in between OD Department and GRC country office, and other related departments like Admin, Finance and Logistics Department and provide administrative, finance and logistical support of Organizational Development Department and SSDRMC project related departments if needed. The Administrative Officer will also be providing written translation and verbal interpretation support in English and Myanmar Languages.

"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-GRC/OD/Admin Officer (2/6/2025)



### Duties and Responsibilities

#### **Admin Support**

1. Manage the administrative function of OD and other related departments and GRC country office such as organizing and filing documents, maintaining office equipment and supplies, internet, stationery, photocopying, typing, delivering documentation of GRC, HQ and similar.
2. Facilitate travel, accommodation, visa and other related issues for GRC staff members, visitors, consultants as required.
3. Record and maintain fixed assets registers, inventory lists, office equipment; carry out asset inventory checks as required.
4. Provide movement order for HQ program staff travel and validation.
5. Provide documentation translation and interpretation support to the GRC country office.
6. Assist in day-to-day programme administrative activities including approval for travel, training, workshop and meeting in HQ level and project field level.
7. Act as a focal for MRCS share-point updates regarding trip schedules, leaves and other updates of OD Department.
8. Record registers for correspondence and provide dispatch services for correspondences.

#### **Logistic Support**

9. Prepare and make sure in all procurement process of the project activities and department activities (Stationary, Refreshment, Supportive materials, Accommodation, Venue, etc....) in line with the MRCS procurement procedures
10. Plan and organize transportation requirements, implement and maintain use of transportation management system
11. Lead the support for organizing meetings, workshops and events with tasks such as invitations, venue, logistics, participant arrangements, etc.
12. Provide support in minutes taking and report writing at workshops, meetings or forums when required.
13. Assist in organizing GRC HQ/regional team visits, meetings and workshops in Myanmar when required.

#### **Data collection and follow up support**

14. Support the department and GRC country office in data collection, report writing and simple analysis as requested.

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15. Support the department and GRC country office in creating and maintaining e-library of project documents (project proposals, reports, evaluations, photographs, etc.)

### Financial Support

16. Assist the financial report preparation at HQ and field level
17. Assist and combine the cash request of field and HQ by monthly, quarterly and annually.
18. Facilitate Red Cross Volunteers and township personnel regarding compliance of MRCS financial Regulations and financial guidelines.
19. Assist in follow up cash/bank transfer from HQ to project sites.
20. With guidance from the finance officer, ensure Petty Cash funds are maintained properly, and adequately safeguarded.
21. Ensure Petty cash funds are properly used in accordance with established MRCS guidelines and best practices.
22. Ensure an accurate cash count is performed, reconciled and signed off by relevant authority on regular basis.

### Coordination

23. To coordinate respective departments in HQ such as Admin, Human Resource, Logistic, FASS, and Finance Department.
24. To coordinate finance and logistic tasks, and other administrative tasks in between MRCS related departments and GRC country office.

### Monitoring and Reporting.

25. Report to Project Manager by monthly, quarterly and annually
26. Perform any other duties assigned by Director of OD.

### Treatment of information

27. Register and treat information related to Red Cross and its staff with confidentiality and accuracy.

### Skills, Competencies and Requirements

- **Must be University graduate**
- Minimum 3 years of relevant experiences
- Experience of working for the Red Cross/Red Crescent is preferred
- 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

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- General Book Keeping and Accounting Knowledge will be advantageous
- Well organized, efficient, with excellent attention to detail and ability to meet deadlines
- Ability to manage and priorities multiple tasks, take initiative and problem solve
- Good in Myanmar and Basic in English language
- **Red Cross Volunteers are preferable**
- 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.

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

Email: [mrcshrrecruitment@redcross.org.mm](mailto:mrcshrrecruitment@redcross.org.mm) (or)

For more information and application, please visit to the [www.redcross.org.mm](http://www.redcross.org.mm)

**Only short-listed candidates will be contacted for a personal interview.**

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