



Myanmar Red Cross Society

4HR-HQ VA No. 070 – Assistant Program Support 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 Program Support Officer

No. of Post	: 1 Post
Report to	: Program Support Officer
Department	: First Aid and Safety Services Department
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 : 19-June-2024 to 3-July- 2024, 16:30

Background of Department

Within the framework of the MRCS policies, guidelines and procedures and in accordance with the fundamental principles of the Red Cross Movement, First Aid & Safety Services Department is implementing the First Aid trainings for community based, commercial and the programmes to be carried out by other partners national societies, ICRC and IFRC. The overarching goal is to increase the ability and capacity of the local community the civil society and the MRCS to address urgent needs of the most exposed and vulnerable population in Myanmar.

First Aid is the backbone and integral component of the Myanmar Red Cross Society. The Myanmar Red Cross Society, **First Aid and Safety Services** activities for the Red Cross Brigadiers had started in through the St. Johns Ambulance service programme in 1972 and had re-oriented and set up the new **First Aid and Community Based First Aid (CBFA) programme** since 1996 and safety services activities started in 2012.

"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-DRC/Assistant Program Support Officer for NayPyiTaw/Yangon/First Aid and Safety Services Department (19/6/2024)



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Purpose of the Position

The **Assistant Program Support Officer** is responsible and implement to support the MRCS First Aid and Safety Services Department align with the mainstreaming of MRCS framework. He/ She will be responsible for ensuring the financial report of the trainings and other relative with project and program, facilitating and supporting the necessary relations between Head Quarter departments and branches. The **Assistant Program Support officer** will work in coordination with related Department of MRCS, IFRC/ICRC/PNS other Movement Partners and the relevant government department in carry out responsibilities. All responsibilities should be carried out in line with Red Cross and Red Crescent movement principles. He/She will enhance overall First Aid and related subjects within the MRCS First Aid programming under the direct supervision of Program Support Officer, Program Coordinator and Director.

Duties and Responsibilities

Program Support

1. Support MRCS program support officer and programme team to organise day-to-day programme administrative activities including approval and follow up of office cases related to travel, training, workshops, staff recruitment and meetings in line with MRCS procedures.
2. Keep all records and documents of the First Aid & Safety Services Department such as administrative documents like programme agreement, movement orders, staff leave, attendance and duty list, in proper manner in line with First Aid & Safety Services Department's filing system.
3. Updating programme reference documents on a regular basis such as reports, meeting notes, activity plans, working advance, reference materials etc.
4. Support program support officer and programme team with communication between HQ and branches to ensure information and deadlines are clearly followed.
5. Support program support officer and program responsible person to coordinate with other departments and staff within MRCS as needed.
6. All others complementary tasks which will be defined by the program responsible.

Financial

7. Support program support officer and program team with the preparation of financial claims, working advances.

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8. Assist to program support officer and program team in budgeting, revised budgeting, control of budget and utilization budget.
9. Assist in preparing monthly, quarterly and annual plan and budget, and also in revision of budget in accordance with guidelines and procedures.
10. Prepare monthly, quarterly and annual budget utilization of the project within the allocated time and share it with project staff.
11. Ensure the understanding of financial regulations, procurement procedures, checklists and instructions of MRCS.
12. To prepare financial cases and reports of training from the First Aid and Safety Services Department.
13. Provide financial advice and assistance to project and program personnel.

Coordination

14. Coordinate with inter-departmental and external department for the relevant activities' implementation.
15. Collaborate the comprehensive monitoring and evaluation framework for First Aid and other field Sectors mainstreaming and ensure proper implementation and reporting.
16. Coordinate with all relevant Finance staff to ensure financial accountability practices and processes are included of MRCS policies and procedures.
17. Undertake any related tasks, duties and responsibilities as needed by supervisor to ensure the smooth operation of the training activities.
18. To collect case studies and data and record achievements of the implementation according to indicators and outputs developed. Maintain strong documentation, information gathering, compiling and filing system for the legal training activities.
19. Ensure to support the team members that First Aid and other activities outputs, outcomes contribute to achieve project objectives and goal.
20. Prepare and submit proper activities report Program manager through senior Training Officer and Department.

Fixed Asset and logistic

21. Ensure regular maintenance, and updating record, of programme assets (register) such as copying machine, fax machine, printer air con etc.

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22. Support logistic services and requisition of office running items including the procurement of office materials, stationary and IECs materials.

General

23. Report directly to supervisor if any difficulties and problems in training to be solved properly.
24. Perform any other related task as assigned by immediate supervisor and senior management from time to time.

Skills, Competencies and Requirements

- **Must be University graduated**
- Minimum two years' experience in administration or related area
- Experience in managing project, planning the training and meeting, Facilitation, and in local capacity building and reporting
- Strong skills in coaching, mentoring, training, financing, administration, and facilitation
- Proven computer skills (MS word, Excel, Power Point) in both Myanmar and English language
- Excellent Communication Skills, both oral and written and problem-solving skill
- Excellent command of English and Myanmar especially in translating, including written, spoken and typing
- Ability to work well in a team and dealt with stressful situation and ability to travel anywhere at short notice
- 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)**

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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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