



Myanmar Red Cross Society

HR-HQ VA No. 077 – Assistant Training 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 Training Officer

No. of Post	: 1 Post
Report to	: Training 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 : 2-July-2024 to 16-July-2024, 16:30

Background of Department

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.

Purpose of the Position

The **Assistant Training Officer** will ensure to assist office work and all activities are implemented in line with the project goal, objectives and output indicators. He/ She will be based in NayPyiTaw/ Yangon and will work under the direct supervision of the Training Officer. **Assistant Training Officer** will be closely coordinated with Township Red Cross Branch, Program Manager and Director.

"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/Assistant Training Officer for Mandalay and /First Aid and Safety Services Department (2/7/2024)



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Duties and Responsibilities

Facilitation

1. To conduct First Aid, Community Based First Aid and Safety Services trainings for existing training programmes of First Aid and Safety Services Department.
2. To liaise and coordinate with Program Manager, Senior Training Officer and other Training Officers on the implementation of programmes and projects.
3. To assist the Program Manager for training plan and developing Information, Education and Communication Materials (IEC materials).

Monitoring/Reporting/Co-ordination/Financial

4. To prepare financial cases and reports of trainings and other activities of First Aid and Safety Services Department.
5. To demonstrate ability to lead First Aid and Safety Services trainings and inspiring team work to achieve the target.
6. To undertake other related tasks and responsibilities as needed Program Manager to ensure the smooth operation of the training activities.
7. To pay frequent visits to areas where the training courses are conducted and activities are implemented to monitor the local training instructors and Red Cross volunteers for improving their skills and training quality.
8. To follow up the activities of the trainees after the training courses and support their activities technically.
9. Assist the operation team to smooth in financial claim and validation, logistics & procurement matters, and in relation to admin and human resources related things.
10. Assist to Program Manager in the preparation and submission of monthly budget.
11. Prepared documentation on expenditures, vouchers and relevant financial records, including inputs to computerized financial management systems as required.

Office and Admin

12. Assist in preparation of meeting, workshops and trainings whenever necessary.
13. Maintain operation team fixed assets and non-fixed assets list registration and update on time.

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14. Manage the ordering, storage and distribution of IEC materials based on requirements.

General

15. Perform any other related tasks as assigned by the Department.

Skills, Competencies and Requirements

- **Must be University graduated**
- **Must have completed First Aid Instructor Training**
- At least 1 to 2 years of experience working in range of organizations and with national and international working experience
- Broad admin and office support experience
- Experience in using common computer software, internet access and Presentation skill
- Demonstrated ability to work within a team
- Effective communicator with good time management
- Moderate command of English and Myanmar especially in translating, including written, spoken and typing
- 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

****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 (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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