



Myanmar Red Cross Society

HR-VA No.038.1- Cash and Voucher Assistance (CVA) Databased 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.

Cash and Voucher Assistance (CVA) Databased Officer

No. of Post	: 1 post
Report to	: PMER Manager
Department	: Disaster Management Department
Project/Program	: DRM and Anticipation in Fragile Context in Myanmar
Duty Station	: NayPyiTaw/Yangon
Grade	: D-2
Benefits	: Salary + Monthly Allowance + Periodic Allowance+ + Insurance + Training + Communication Charges + Travelling Allowances + Home Return Leave/ Earned Leave + Casual Leave + Quarantine Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave
Application Period	: 24-April-2025 to 1-May-2025, 16:30 p.m.

Brief Intro About Department or Program: Myanmar Red Cross Society (MRCS) is volunteer based Humanitarian Organization throughout the whole country acting with and for the most vulnerable at all times. Myanmar Red Cross is beginning the process of including Cash and Voucher Assistance (CVA) Programming into its Disaster Response options to meet the urgent and appropriate needs of the most vulnerable households after a disaster. Cash and Voucher Assistance (CVA) Programming was under-taken during the 2008 during Cyclone Nargis for Early Livelihood Recovery. This program encountered many challenges because CVA was a new idea and appropriate systems were not in place to manage the program. However, overall, the project received positive results and feedback from the communities it served. The Myanmar Red Cross with support from the IFRC/SRC implements Cash and Voucher Assistance Programme. EPOA which uses cash and voucher assistance for the effected communities.

Purpose of the Position: The CVA Databased Officer will be involved in the planning and development of CVA Database as well as the integrity and security of database. This person will report to the PMER Manager. He/ She will draw upon human/technical resources across departments in National Head Quarter as per needs. He/she will be assigned to engage with external networks and actors as required. He/ She will be supported with technical support to discharge all entrusted responsibilities effectively.

"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-DRM/CVA Database Officer/DM Dept (24/4//2025)



Myanmar Red Cross Society

HR-VA No.038.1- Cash and Voucher Assistance (CVA) Databased Officer



Duties and Responsibilities

Capacity Building of NHQ Departments and Chapters

1. Support the Deputy Director and other management colleagues to create or modify the standard operating procedure and guidelines for including CVA.
2. Uphold Standard Operating Procedure and Guidelines created to include CVA.
3. Develop needed curriculum and materials for training and dissemination.
4. Engage external technical resources as when required.
5. Conduct planning and developing CVA database as needed.
6. Participate in data collection, training needs assessments and preparation of training plans and materials to be used by CVA programme.
7. Conduct any necessary actions required for project activities under the project frame.

Networking and Advocacy

8. Engage with national and international networks working groups and platforms on Cash based programming towards enhancing quality and innovation within Myanmar Red Cross's Cash based disaster response.

Coordinating Cash based Disaster Response

9. Proactively support implementing departments in speedy response.
10. Oversee adherence to internal processes as per SOPs.
11. Oversee adherence to guidelines in implementation and advice amendments where required in consultation with Cash Working Group (CWG).
12. Ensure use of available standardised reporting system and participate in periodic reviews and evaluations (internal as well as external).
13. Collect and combine CVA database for Cash based Programming and ensure its upkeep in coordination with PMER team.
14. Perform other related duties as assigned by the Department.

Reporting

15. Submit update information, monthly and quarterly reports in a timely manner to the Cash Coordinator.

Other Related Duties

16. To update Senior Management of Myanmar Red Cross the status and needs regarding cash and voucher assistance programming preparedness.
17. To take the assigned duties of Deputy Director and CVA Coordinator/Manager.

Skills, Competencies and Requirements

- Must be University Graduate
- Master Degree in Social Sciences, or Equivalent Master Degree

"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-DRM/CVA Database Officer/DM Dept (24/4//2025)



Myanmar Red Cross Society

HR-VA No.038.1- Cash and Voucher Assistance (CVA) Databased Officer



- Preferably with at least one (1) year professional working experience in community-based projects/program in disaster management, health, organizational development or any related field
- 2 years' experience of analysing, planning and managing programmes, finances and resource mobilisation
- Field experience in coordinating and managing disaster & crisis management projects and activities and market analysis in an emergency response context
- Experience in coordinating youth programs/ activities is a plus
- Should have good communication and coordination skills with internal and external partners
- Good organization and strong interpersonal relationship and good reporting skill
- Must have strong coordination, negotiation and collaboration
- Effective Computer skill (MS Office package)
- Ability to travel anywhere at short notice
- Ability to work well in a team and dealt with stressful situation
- Excellent command of English and Myanmar especially in translating, including written, spoken and typing
- Ability for follow Red Cross (7) Fundamental Principle, 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/ 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 Tsh,
Nay Pyi Taw

Yangon Office:
Red Cross Building
No.42, Strand Road, Botahtaung Township,
Yangon

Email: mrcshrrecruitment@redcross.org.mm

For more information and application, please visit to the www.redcross.org.mm

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

"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-DRM/CVA Database Officer/DM Dept (24/4//2025)