



Myanmar Red Cross Society

HR-VA No.- 087 – Field Shelter 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.

Field Shelter Officer

No. of Post	: 3 posts
Report to	: Field Operation Manager
Program/Project	: MRCS Earthquake Response & Relief Operation
Department	: Mandalay Earthquake Relief and Recovery Operation (ERRO) Team
Duty Station	: Mandalay/Sagaing/Naypyitaw
Grade	: D-1
Benefits	: Salary + Insurance + Monthly Allowances+ Periodic Allowances+ Training + Communication charges + Travelling Allowances + Home Return Leave/ Earned Leave + Casual Leave + Quarantine Leave + Medical Certificate Leave + Maternity Leave + Paternity Leave + Compassionate Leave + Blood Donation Leave+ Substituted Leave
Period	: Till at the end of 2025 and possible extension
Application Period	: 11-June-2025 to 16-June-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. The Earthquake Operation under the Myanmar Red Cross Society (MRCS) is a dedicated emergency response initiative designed to address the urgent humanitarian needs resulting from the recent earthquake that has impacted multiple regions across Myanmar. Coordinated with support from both domestic and international partners, the operation aims to provide timely and effective assistance in key sectors such as shelter, health, water and sanitation, livelihood recovery, and protection services. **The Earthquake Operation is managed under the Mandalay Earthquake Relief and Recovery Operation (ERRO) Team**, working in close collaboration with MRCS internal departments, branches, volunteers, and communities to ensure a well-coordinated, people-centered response aligned with MRCS's strategic priorities and operational guidelines.

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, Field Shelter Officer ensures effective implementation of Shelter activities by leading planning, budgeting, coordination, and

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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-IFRC/ERRO Team/Field Shelter Officer/11/6/2025



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reporting efforts. The role provides technical support to Red Cross Volunteers, ensures compliance with MRCS financial and procurement guidelines, maintains alignment with strategic and humanitarian standards, and coordinates with local stakeholders and partners to deliver well-organized, non-duplicative humanitarian support.

Duties and Responsibilities:

1. Manage the implementation of all planned activities.
2. Provide technical guidance to Red Cross Volunteers to carry out assessments, develop activity plans, and monitoring.
3. Prepare detailed plans and budgets for the Shelter activities.
4. Prepare monthly progress reports and submit to line manager before the agreed deadlines.
5. Prepare quarterly basis cash forecast based on budget and plan of action and send to MRCS HQ before agreed deadlines.
6. Follow the MRCS Financial Guideline and Procurement Process.
7. Liaise and coordinate with Field Finance Officer and MRCS Finance and Logistics Departments to project activities in line with project log frame and plan of action.
8. Ensure that project implementation is in line with MRCS strategy, policies and the Red Cross Fundamental Principles and Code of Conduct.
9. Coordinate closely with Township Red Cross Branch, local authorities, Disaster Management Committee (DMC), and other humanitarian organizations present in State/Region and when possible, attend Shelter Cluster coordination meetings in State/Region, and ensure that the MRCS project is well coordinated, following agreed standards and best practices, and not duplicating other support.
10. Draft donor reports and submit in a timely manner.
11. Maintain all hard and soft copy files for the Shelter activities.
12. Participate in the preparation of operational plans for the project.
13. Carry out any other tasks assigned by the Field Operation Manager.

Skills, Competencies and Requirements:

- **Must be studying in a university or have completed high school education**
- At Least 1-2 years of work with NGOs or relevant government departments
- Previous experience working with individuals and/or families experiencing homelessness is preferred
- Able to work effectively with the two ethnic communities in the state and international staff
- Well experience of managing staff and working with communities in conflicts/disasters.

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- Experience in crisis intervention and problem solving with ability to diffuse situation without escalating the conflict
- Ability to think creatively, take initiative, and willingness to seek out solutions within a resource restricted environment
- Knowledge of a strong grasp of economics and familiarity with the concepts of social and gender equity, vulnerability, and effectiveness and efficiency in the use of resources
- Excellent computer and data management skills
- Ability to manage and priorities multiple tasks, take initiative and problem solve
- Ability to travel anywhere at short notice and handle high stress and tight deadlines
- 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
- **Red Cross Volunteers and females are encouraged to apply**

****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.

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