



# Myanmar Red Cross Society

HR-VA No. 020.3 – Hub Manager



Myanmar Red Cross Society (MRCS) is volunteer based humanitarian organization throughout the whole country acting with and for the most vulnerable at all times.

## Hub Manager

No. of Post	: 1 Post
Report to	: Program Manager
Department	: Operations Management Unit
Duty Station	: Sittwe
Grade	: F1
Benefits	: Salary + Monthly Allowance + Periodic Allowances + Insurance + Training + Communication Charges + Travelling Allowances + Home Return Leave/ Earned Leave + Casual Leave + Quarantine Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave+ Hardship + Accommodation
Application Period	: 28-April-2025 to 12-May-2025, 16:30 p.m.

**Brief Intro About Department or Program:** Since 2017, MRCS has focused on increasing its engagement in the Rakhine state through immediate, medium and long-term support to people affected by communal violence, Arm Conflict, and Natural Disasters with the support of IFRC, ICRC and other PNS. MRCS has initiated Branch Capacity Building Development program in Sittwe, Mrauk-U, Kyauktaw, Ponnagyun, Minbya, Pauktaw, Myebon, Maungdaw, Buthidaung, and Rathedaung Townships. MRCS is setting up Operational Management Unit and under that Sittwe Hub Office, Maungdaw Hub Office and Paletwa sub-Office and Pakokku Hub Office are undertaking community resilience program, Emergency response (Conflict & Disaster), Early recovery intervention, Livelihood restoration, and Primary Health Care services in Rakhine, Chin, Sagaing, Magway and Mandalay State/ Region. The program will strengthen the Myanmar Red Cross Society's (MRCS) capacity to engage communities in resilience programming, emergency response, and early recovery intervention through learning by doing, on-job training, and awareness building.

Myanmar Red Cross Society is now responding to Complex emergency affecting the population. The Program is preparing for emergency response and recovery actions in selected areas: As Operations Management Unit is taking responsibility to implement the conflict-affected areas such as Rakhine State, Chin State, Sagaing Region, Magway Region and Mandalay Region.

"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-ICRC/Hub Manager/Sittwe, OM Unit (28/4/2025))*



**Purpose of the Position:** Hub Manager will ensure all activities are implemented in line with the project goal, objectives and output indicators. Manager will be based in Sittwe and will work under the direct supervision of the MRCS Operations Manager of Special Operation. Manager will be closely coordinated with State Red Cross Supervisory Committee, Township Red Cross Branches, Maungdaw Hub Office, Partners, and Community Based Organizations.

## **Duties and Responsibilities**

### **Program Implementation**

1. Supervise staff in Sittwe office and implement the operational plan, by ensuring integration of cross-cutting issues such as community engagement and accountability, gender and diversity.
2. Provide technical guidance to project staff and volunteers to carry out assessments, develop activity plans, and monitor its implementation in coordination with the Monitoring & Reporting (M&R) officer, and ensure that information gathered during monitoring process will feed into any future planning and implementation.
3. Ensure that suitable community volunteers are mobilized and trained where possible
4. Prepare detailed plans and budgets for BOCA exercise, branch development activities in line with branch development model.
5. Manage detail for stock positioning distribution and dispatch and procurement plans.
6. Prepare monthly and quarterly reports with support of M&R officer, and submit to Operations Manager before deadlines.
7. Manage Sittwe Hub Office and Myinbya Office for implementing activities.
8. Manage Mobile Clinic activities by coordinating with stakeholders as necessary.
9. Carry out any other tasks assigned by Program Manager.

### **Coordination and Cooperation**

10. Coordinate with District and State Supervisory Committees and Township Red Cross Branch, local authorities and technical departments, the general administration department and other humanitarian organizations in the implementation of all planned activities.

"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-ICRC/Hub Manager/Sittwe, OM Unit (28/4/2025))*



# Myanmar Red Cross Society

HR-VA No. 020.3 – Hub Manager



11. Establish a good relationship with partners and share relevant information with them.
12. Share operations information with Sittwe Hub office and Headquarters.
13. Attend cluster and coordination meetings at local level to ensure that the MRCS project is well coordinated, followed standards, and-avoid duplications.
14. Cooperate and coordinate with the local authorities at district and township level in implementing the Red Cross Movement Humanitarian activities.
15. Undertake field trips with counterparts and stakeholders to monitor and assess the progress of activities, and to provide timely and informative reports to NHQ and partners.

## Financial Management

16. Manage the programme budget in line with financial guidelines and procedures.
17. Manage expenses, cash transfer prepares and submit working advance requests and financial reports in timely manner.
18. Prepare annual and quarterly budget together with detail break down.
19. monitor budget and expenditure as well as utilization and variance.

## Monitoring and Evaluation and Reporting

20. Submit monthly liquidation report to Operations Manager in timely manner.
21. Lead the result-based monitoring using logical framework and its indicator framework.
22. Monitor and assess the progress of activities, and to provide timely and informative reports to NHQ and partners.
23. Prepare/Supervise the monthly, quarterly and annual report of Sittwe Hub Office.
24. Support the evaluation of the project/ program as necessary.

## Staff Management

25. Manage team to work with team spirit.
26. Ensure for obtaining Job satisfaction through creating friendly and trust worthy atmosphere.
27. Encourage staff to perform at their best to have high quality of work done.
28. Monitor staff and provide technical support to them.
29. Disseminate Red Cross Movement SOP and Plan of actions to all staff member and provide necessary job-related knowledge.

"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-ICRC/Hub Manager/Sittwe, OM Unit (28/4/2025))*



30. Ensure all newly recruited staff completed MRCS and operation induction courses/sessions in time.
31. Ensure staffs are aware of MRCS policies and procedures and application of those policies and procedures.
32. Participates in the evaluation of personnel's performance in line with Performance Appraisal Guidelines.
33. Prepare staff job descriptions in detail manner, and participate in recruitment of the operation staff.

## Safety and Security

34. Endure effective data management (hard and soft copy files) for all projects in office confidentially.
35. Continuously monitor security situation at local level and report to Operations Manager in urgent manner if needed.
36. Continuously monitor and report community's perception and acceptance on Red Cross.

## Skills, Competencies and Requirements

- **Must be University Graduate**
- Minimum 3 years experiences in emergencies management and community-based programs
- Experience on managing finances, budgets and program planning will be advantageous
- Well experience in managing staff
- Permission order on resignation from respective line department/ military is to be attached if the applicant had ever served in a government department/ military
- Knowledge of experience in working/ coordinating with international and national partner organizations
- Should have strong facilitation, communication and coordination skills
- Self-supporting in computers (Windows, Spreadsheets, Word processing)
- Good negotiation skill
- Willingness to perform assigned tasks and duties in tight deadline
- Knowledge of experience in working/ coordinating with international and national partner organizations
- Able to work with different communities in sensitive situations
- Well experience in managing staff

"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-ICRC/Hub Manager/Sittwe, OM Unit (28/4/2025))*



## Myanmar Red Cross Society

HR-VA No. 020.3 – Hub Manager



- Excellent computer and data management skills
- Strong interpersonal and good communication skills including oral and written intermediate level English language skills
- 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,**

**NayPyiTaw**

**Yangon Office:**

**Red Cross Building**

**No.42, Strand Road, Botahtaung**

**Township, Yangon**

**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.**

**"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-ICRC/Hub Manager/Sittwe, OM Unit (28/4/2025))***