



Myanmar Red Cross Society

HR- VA No.075 – Migration 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.

Migration Officer

No. of Post	: 1 Post
Report to	: Project Manager
Program/Project	: Migration and Displacement Project
Department	: Restoring Family Links Department
Duty Station	: NayPyiTaw/Yangon
Grade	: D-2
Benefits	: Salary + Insurance + Monthly Allowances + Periodic Allowances + Training Communication Charges + Travelling Allowances + Casual Leave + Quarantine Leave + Earned Leave + Medical Certificate Leave + Maternity Leave + Home Leave + Substituted Leave + Paternity Leave + Compassionate Leave + Blood Donation Leave+ Medical Certificate Leave+ Maternity Leave + Substituted Leave

Application Deadline : 19-May-2025 to 2-June-2025, 16:30 p.m.

Background of Project

Myanmar Red Cross Society (MRCS) is committed to strengthen its capacity to address humanitarian needs in the context of migration and displacement. In order to realize this commitment, MRCS has endorsed an Action Plan on **Migration and Displacement**, to be achieved within two years (2025-2026).

Purpose of the Position

The **Migration Officer** will be responsible to support the planning, implementation, coordination, monitoring, and reporting of all activities related to the Action Plan on Migration and Displacement.

Duties and Responsibilities

Implementation

1. Provide operational and technical support to plan and implement activities related to the Action Plan in coordination with MRCS departments, Red Cross Movement partners and external stakeholders, including government departments, Civil Society Organizations, UN Agencies, and NGOs, among others.

"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

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2. Support in organizing coordination meetings, information sharing mechanisms and capacity building activities for the MRCS Migration Task Force members in collaboration with the Red Cross Movement Partners.
3. Responsible for undertaking all administrative duties necessary for smooth implementation of activities.
4. Ensure proper maintenance of the equipment procured and used under the program.

Monitoring and Evaluation

5. Support the arrangement and facilitation of workshops, trainings, assessments, roundtable discussions, and other events related to the implementation of the Action Plan.
6. Support monitoring and follow-up, reporting including translation, and knowledge management of documents and tools produced.
7. Participate in field visits as required and support activities implemented at the branch level.

Financial Management

8. Develop budget plans and working advance requests.
9. Prepare working advance, clearances and other documents related to Finance Department.
10. Ensure safekeeping of all records, bills and vouchers, attendance lists, and other supporting documents related to the implementation of activities.

Coordination and Collaboration

11. Coordinate with MRCS support services departments and IFRC as necessary.

Reporting

12. Prepare and Submit monthly, quarterly and yearly report to direct supervisor.

General

13. Perform any other relevant tasks assigned by direct supervisor.

Skills, Competencies and Requirements

- **Must be University graduate**
- Must be (2) years working experience related to Migration and Displacement
- Experience in planning, reporting and project management
- Cash/Budget Control
- Local capacity building and community development
- Knowledge in planning, reporting and project management
- Must have strong coordination, negotiation, collaboration
- Effective Computer Skills (MS Office packages)
- Ability to travel anywhere at short notice
- Ability to follow Red Cross (7) fundamental principles, MRCS policy, strategies and guidelines

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- 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
- Moderate command of English and Myanmar especially in translating, including written, spoken and typing
- 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,
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)

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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