



Myanmar Red Cross Society



HR- OMU(Sittwe) VA No. 008/24 – PMER 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.

Planning, Monitoring, Evaluation and Reporting (PMER) Officer

- No. of Post** : 1 Post
- Report to** : Senior Program Coordinator/ Hub Manager
- Department** : Operation Management Unit
- Program** : Strengthening the Resilience of Communities and Displaced Populations in Rakhine
- Duty Station** : Minbya/ Sittwe
- Grade** : D-1
- Benefits** : Salary + Insurance + Transportation Allowance + Health Benefit Allowance + Supplementary Allowance + Hardship + Staff House 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 : June 21,2024 to July 5, 2024 (16:30)

Since 2017, MRCS has focused on increasing its engagement in Rakhine state through immediate, medium and long-term support to people affected by communal violence. With the support of IFRC and Partner National Societies, MRCS has initiated Community Resilience Capacity Building Development program, Health Program, Mine Risk Education Program, Emergency Response program in Sittwe, Ponnagyun, Kyauktaw, Mrauk-U, Minbya, Pauk Taw, Maungdaw, Buthidaung and Rathedaung Townships. MRCS is setting up Operation Management Unit. Sittwe Hub Office is undertaking strengthening the Resilience of communities and displaced population in Rakhine program. The program will strengthen Myanmar Red Cross Society (MRCS) capacity to engage communities in resilience programming through training and awareness building. The program will also seek to address an observed need of DRR services and lack of awareness surrounding

"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/ PMER Officer for Rakhine Operation Management Unit (21.6.24)



Myanmar Red Cross Society



HR- OMU(Sittwe) VA No. 008/24 – PMER Officer

hygiene practices in villages through direct interaction with community members. MRCS is seeking a **PMER Officer** to join this team.

Purpose of the position: The PMER Officer will take responsible to design a relevant planning, monitoring, evaluation and reporting framework for guidelines including the definition of relevant indicators in order to measure the impact, sustainability, effectiveness and efficiency of the programs/projects of Minbya Office. He/she will ensure to monitor the progress of all activity's implementation are in line with the program goal, objectives and output indicators. This position will be based in Minbya Office, as part of the Rakhine Operations Management Unit, and will work under the direct supervision of Senior Program Coordinator. He/she will be closely coordinated with PMER Coordinator, Program Coordinators of Sittwe & Minbya Office and PMER Coordinator of MRCS Yangon Office. He/she will be closely supported by the technical delegates.

Duties and Responsibilities

General

1. Provide technical support and assist the program teams of Minbya Office in planning, monitoring, reporting and data management.
2. Work towards the achievement of the program objectives through effective teamwork within the Minbya Office.
3. Provide technical support detailed quarterly, monthly plan of action and report in line with the program log frame and indicators.
4. Ensure understanding of the local context, and roles, responsibilities, external relationships, accountabilities and teamwork of MRCS operations in Minbya Office.
5. Coordinate and technical support together with the program teams in data collection for baseline, midterm and end line, different assessments and monitoring surveys and using MRCS standard tool (ICABR).
6. Ensure effective management of all project-related data, including timely and accurate survey data entry from paper forms to Excel databases.
7. Provide technical support and capacity development to staffs, RCVs and communities by responding to direct support requests and developing guidance as required

"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/ PMER Officer for Rakhine Operation Management Unit (21.6.24)



Myanmar Red Cross Society



HR- OMU(Sittwe) VA No. 008/24 – PMER Officer

8. Monitor and evaluate overall project progress on achievement of outputs (activities) and outcomes (results) on a regular basis.
9. Conduct regular field assessments, analyse information collected and
 - Make appropriate recommendations for the project teams.
 - Provide feedback to the Hub Manager on project activities.
10. Promote beneficiary feedback mechanisms in project sites.
11. Document Success stories and good practices of the project.
12. Collect project's photos, video clips and other visibility materials and include them in reports.
13. Ensure to claim financial working advance and travel cost for own.
14. Establish and ensure effective working relationships with team members, MRCS counterparts and leadership
15. Establish a PMER network to encourage sharing of experiences and knowledge in PMER.
16. Disseminate MRCS policies, strategies, guidelines and procedures on PMER and monitor adherence.
17. Ensure that program implementation is in line with MRCS strategy, policies and the red cross fundamental principles, prevention of fraud and corruption guidelines and code of conduct.

Coordination

18. Coordinate with PMER Coordinator of Sittwe and OMU Yangon Office and delegates, on a regular basis regarding implementation and technical support.
19. Work in close coordination and cooperation with program teams and supporting teams in Minbya office, actively share information and resources.
20. Coordinate closely with key stakeholders of target villages, Township red cross branch, local authorities, township disaster management committee (TDMC) and other related NGO/INGO, CSO.
21. Develop and make use of contacts with red cross partners, government agencies and NGO/INGO, CSO.

"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/ PMER Officer for Rakhine Operation Management Unit (21.6.24)



Myanmar Red Cross Society



HR- OMU(Sittwe) VA No. 008/24 – PMER Officer

22. Translate official documents from Myanmar local languages to English language as may be required; and provide translation support for meetings, workshops etc.
23. Carry out any other tasks assigned by the Hub Manager.

Reporting

24. Collect and analyze Monthly, quarterly and annual report of all programs of Minbya Office and submit to Program Coordinator and send to PMER Coordinator (Sittwe) before the agree deadlines.
25. Assist the Program Coordinator, with the support of delegates, in compiling monthly and quarterly progress reports and final reports according to deadlines.
26. Maintain all hard and soft copy files of the data and information.
27. Provide update data and information of program activities and regular submit to Hub Manager.

Skills, Competencies and Requirements

- **Must be University Degree Graduated**
- Minimum two years of experience in working with social/ NGO/ INGO environment and relevant field.
- Experiences of Planning, Monitoring, Evaluation and Reporting in community development programs.
- Experience of good report writing with English language in working with and coordinating with international and national partners
- Experience of working with communities in conflicts/disasters
- Excellent computer (Microsoft package) and data management skills
- Ability to manage and prioritize multiple tasks, takes initiative, work well in a team and live-in stressful situations
- Ability to work effectively with the two ethnic communities in the state and international staffs.
- Flexibility under pressure and in response to changing needs
- Good interpersonal skills and ability to operate in a complex emergency environment
- Equity, vulnerability, and effectiveness and efficiency in the use of resources

"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/ PMER Officer for Rakhine Operation Management Unit (21.6.24)



Myanmar Red Cross Society

HR- OMU(Sittwe) VA No. 008/24 – PMER Officer



- Knowledge on community-based development programming and/or emergency response
- Ability to travel project site, camp and village.
- Interest in learning about the Red Cross/Red Crescent Movement
- Intermediate level of English and Myanmar especially in translating, including written, spoken and typing
- Ability to work effectively with the two ethnic communities in the state and international staffs.
- Ability to work well in a team and dealt with stressful situation
- 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.

Hub Office:

Sittwe Hub Office, OM Unit
May Yu Road, Kyay Pin Gyi Qtr,
Sittwe Township, Rakhine State. (or)

Email: mrcshrmaungdaw@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.

"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/ PMER Officer for Rakhine Operation Management Unit (21.6.24)