



Myanmar Red Cross Society

HR-VA No. 105 – Partner Relations 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.

Partner Relations Officer

No. of Post	: 1 post
Report to	: Partner Relations Coordinator
Program/Project	: MRCS Earthquake Response & Relief Operation
Department	: Partner Relations 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 + Blood Donation + Compassionate Leave
Period	: Till at the end of 2025 and possible extension
Application Period	: 7-July-2025 to 12-July-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. Strategy 2016-2020 of the Myanmar Red Cross Society (MRCS) place emphasis on developing a partnership framework for better and reliable engagement with, and transparent accountability to partners we work with. One approach towards improving our effectiveness and building greater accountability in all MRCS work is to establish a more systematic and coordinated focal department towards communicating with all Movement and Non-Movement partners as well as with other key stakeholders including government departments and ministries. Known as Partners Relations Department within the MRCS NHQ structure, this department aims to improve coordination, communication and collaboration between MRCS and partners through the provision of/ exchanging timely, relevant and accurate information and supports an environment of transparency and accountability of National Society.

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

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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"

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MRCS-EQ/PR Officer/ PR Dept;7/7/2025



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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: The **Partner Relations Officer** plays a key role in facilitating communication and collaboration between MRCS and its external partners, including government ministries such as the Ministry of Health. **The Partner Relations Officer** coordinates field visits, manages travel and visa processes, and provides administrative and event support. With strong communication skills and attention to detail, the Officer ensures compliance with government procedures, smooth partnership engagement, and contributes to the overall goals of the Partner Relations Department and MRCS's mission.

Duties and Responsibilities:

Field Visit Coordination

1. Serve as the MRCS counterpart during partner field visits to ensure effective coordination and representation.
2. Document field visits thoroughly, including visit summaries and follow-up action plans.

Logistics & Travel Support

3. Facilitate partners' travel arrangements to Myanmar (accommodation, transportation, airport transfers).
4. Assist MRCS staff, volunteers, and Executive Committee (EC) members with visa applications, appointments, and documentation for international work-related travel.
5. Prepare visa recommendation letters for EC members, staff, and volunteers attending meetings or trainings abroad.
6. Monitor foreign visa requirements and advise travelers on necessary preparations.
7. Verify that travelers have all required documents before departure.
8. Coordinate logistical arrangements for courtesy calls and events in collaboration with other departments.
9. Systematically archive photos and meeting minutes from delegate and guest visits.

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Financial Management

10. Process and clear Working Advances (WA) promptly.
11. Maintain updated records of the PR Department's cash account and cash book.

General

12. Perform other tasks as assigned by supervisors.

Skills, Competencies and Requirements:

- **Must be University Degree Graduate with Public Administration, International Relations, Political Science, or a related field, or a background as a Red Cross Volunteer or in an NGO, is preferred**
- Minimum of 2 to 3 years of experience in a related field
- Excellent communication and interpersonal skills
- Strong organizational skills with attention to detail
- Ability to navigate and understand government regulations and procedures
- Ability to build and maintain positive relationships with government officials and partners
- In-depth understanding of Myanmar's immigration laws and travel policies
- Familiarity with the workings of the Ministry of Health and other relevant government bodies
- Active listening to understand the needs of the department and respond with appropriate and effective solutions
- Represents the organization with honesty and consistency
- Maintains confidentiality and ethical standards
- Respects diverse backgrounds and perspectives
- Works well across departments and teams
- Ability to travel anywhere at short notice and handle high stress and tight deadlines
- Excellent command of English and Myanmar especially in translating, including written, spoken and typing
- Ability to 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
- **Red Cross Volunteers and females are encouraged to apply**

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****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

Email: mrcshrrecruitment@redcross.org.mm

Yangon Office:

Red Cross Building

No.42, Strand Road, Botahtaung Township,

Yangon

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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