



# Myanmar Red Cross Society

HR-VA No. 060 – Project 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.

## Project Manager

No. of Post	: 1 post
Report to	: Director
Department	: Restoring Family Links Department
Project/Program	: Humanitarian and Protection Assistance for IDPs in South East Project
Duty Station	: NayPyiTaw/Yangon
Grade	: F-2
Benefits	: Salary + Transportation Allowance + Health Benefit Allowance+ Supplementary Allowance+ Insurance + Training + Communication charges + Travelling Allowances + Home Return Leave/ Earned Leave + Casual Leave + Quarantine Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave

**Application Period** : 8-April-2025 to 22-April-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. This project targets areas with high numbers of Internally Displaced Persons (IDPs) affected by conflict, as well as potential refugee returnees from Thailand. To date, the project has mainly focused on assisting communities affected by displacement in terms of basic needs and essential services by constructing Rural Health Sub Centers (RHSC), primary schools, latrines and providing health education and WASH (Water, sanitation and hygiene) training at primary schools as well as in villages hosting Persons of Concern (PoC). In Kayin, Mon states, and Tanintharyi Region, 93 Primary School, 79 RHSC, and 212 double unit latrines have been constructed and targets achieved.

In 2017, the main project interventions included strengthening and expanding community mobilization, providing services for persons with special needs such as landmine survivors and Extremely Vulnerable Individual (EVI) cases, providing Basic Life Skills as well as First Aid training to community volunteers. The project seeks to improve access to basic education and primary health care services and thereby ensuring safer, healthier, and more resilient communities. The project mainly focuses on community-based reintegration and support to persons with specific

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needs in areas affected by displacement in Mon, Kayin States, and Tanintharyi Region as well as Yangon and Bago. To strengthen the capacity of Community Based Organizations, a management and leadership skills project has been developed that establishes village project supervisory committees and conducts training appropriate to community needs. The project seeks to develop community ownership around WASH, (sanitation and disease prevention in particular), by providing latrine plastic pans and pipes for each project village. Priority is given to Internally Displaced Persons (IDPs), returnees, and needy households in the communities.

In 2018, following the announcement of the cessation of refugee status for Chin refugees, it is anticipated that some Chin refugees residing in India and other countries of asylum may return from 2018 through 2019. Before deciding to return, refugees should have the necessary information about Chin State through benchmark assessments. Upon return, the refugees will be provided with a minimum reintegration package and further information concerning social services.

In 2019, as a partner of UNHCR, MRCS is conducting activities such as assessment for returnees in terms of protection aspect, monitoring for returned people, capacity building to village supervisory team as well as TOT training to local youth including returnees and host community, livelihood assistance for peaceful among returnees and host society. Then, in 2020, the project action incorporates the general supporting to its persons of concern with accessing birth certificates. Birth certificate supporting action has been initiated in the 2020 project year. After late 2021, the project started to assist the internally displaced people and the host communities with shelter, WASH, and NFI (Non-Food Items) materials. Today, the project is supporting for peaceful coexisting among the returnees, internally displaced people, and the host community by promoting protection environment within the communities.

**Purpose of the Position:** The Project Manager will be mainly responsible for the overall management of the project that to be achieved and succeeded the expected results for the targeted vulnerable persons from the targeted areas. Project Manager is responsible for managing, mentoring and coaching of South East Project of MRCS/UNHCR in order to achieve the expected outputs and results. And for driving to meet MRCS’s vision, mission, value and qualities of all project implementation. He/she will also be responsible for a variety of tasks associated with initiating and implementing of project activities for development of appropriate strategies and work plans; the analysis of learning and emerging issues; advocacy initiatives; completing monitoring and evaluation; project reporting, liaising with partner organization and

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the development of effective mechanisms to share and receive feedback between project staffs and key stakeholders.

## Duties and Responsibilities:

### Project Management and Implementation

1. Develop or prepare proposal and project partnership agreement or amendment as required.
2. Supervise and ensure all project planning, implementation, monitoring and evaluation.
3. Develop and/or revise guidelines, implementation tools, training materials, Information Education Communication (IEC) materials and other documentation relevant to assist project team consistently implement quality sector activities.
4. Supervise and support the project staffs for planning, implementation, and monitoring of the activities of the south east project.
5. Supervise assessments of village project supervisory team, assess their capacity to manage project activities by employing UNHCR assessment guidelines, tools and questionnaires.
6. Establish in consultation with UNHCR the selection criteria for village project supervisory team members.
7. Manage project risks for better achieving project expected results.
8. Technical support for the trainings to the staff and community facilitators as necessary.
9. Provide supports to community activities such as livelihoods and distributions.
10. Manage and mentor the project team to ensure timely and effective implementation of project activities.
11. Facilitate and supervise regular team meeting to address any issues arising and monitor project implementation and team performance.
12. Ensure the AGD (Age, Gender and Diversity) aspect, PGI (Protection, Gender and Inclusion), SEA (Sexual Exploitation and Abuse), and CEA (Community Engagement and Accountability) is followed in any project intervention.
13. Co-design a proper approach for peaceful coexistence and promoting protection environment within the IDPs, returnees, and host community for quality implementation of the project interventions.

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14. Provide and technical support to capacity building for project teams to ensure staffs have the technical and management skills and competencies required to lead and develop effective project activities and safer access.
15. Review the achievements, challenges and learning to be more improved progress and dynamic projects.
16. Monitor and assist in management of office vehicles, usage log sheets and organize trip and ensure senior drivers taking care of project vehicle's well-functioning.
17. Manage and supervise driver's schedule and monitor their log books, monthly fuel consumption and daily routine works.
18. Coach and train Drivers to improve their performance, to ensure all vehicles and drivers are always met with safety conditions and manners.
19. Corporate and work with MRCS's head quarter (HQ)-Human Resources Management team (HR), Management and program team for the processes of staff recruitment.
20. Maintenance and ensure of proper filing system for HR records and documents of recruitment process and keeping of attendance, leave and travels.
21. Ensure full compliance of HR processes and records with MRCS/UNHCR's policies, guideline, rules and regulations.
22. Ensure the project team members followed the security measures and provided necessary awareness on safety and security within the team members.
23. Ensure proper record keeping of attendance, leave and travels.

## Coordination and Cooperation

24. Coordination and collaboration to select and assist with cash distribution or in-kind support with local authorities, Red Cross Branches, project supervisory teams, UNHCR field office as needed.
25. Coordinate with MRCS Departments, State/Region/District/Townships Red Cross Branches and UNHCR.

## Financial Management

26. Manage the project budget in line with financial guideline and procedure.
27. Ensure the Project Financial Reports and Project Performance reports to UNHCR on time and make sure to get approval from MRCS's ECs (Executive Committee members) before sending them.
28. Revise and request budget with UNHCR as needed.

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29. Review monthly and quarterly program finance reports prepared by the Senior Finance Officer for management purposes of budget monitoring and variance analysis, and further management decision.
30. Support the internal and external audit as needed.
31. Supervise the project advances, expenses, clearances, and reimbursement of project activities.
32. Support and coordinate the financial verification process of UNHCR and the External Auditors and ensure all the necessary documents are included and provide the necessary support for the auditing process.
33. Develop appropriate budgets for program activities in coordination with the Senior Finance Officer and team members.

## Monitoring, Evaluation and Reporting

34. Regular field visits for monitoring and mid-term/annual evaluation.
35. Monitor and review timely reports from the project staff and feedback them as necessary.
36. Provide support during partners visits as well as consultant/technical support visits to the field site as require.
37. Ensure that monthly, quarterly, and annual reports as necessary.
38. Report on summarize grievances and complaints from community facilitators on overall protection including safety and security issues and data collection.
39. Any duties assigned by Director (DM) or the Head of Department (HODP of Restoring Family Links Department

## Skills, Competencies and Requirements:

- Must be University Graduate in relevant field, preferable Master Degree in Social Science or Management
- Minimum 5 years of experience working with refugees, IDPs, returnees or similar experience
- Experience of financial administration and report writing skill
- Experience in developing and applying participatory training methodologies and in the facilitation of trainings related to communication skills
- A proven experience of project management including finance, operation and human resources management and community development

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- Representational skills including developing networks and relationships with key stakeholders
- Must have strong coordination, negotiation and collaboration
- Understanding of development and humanitarian aid and principles in highly desirable
- Ability to work well under tight deadlines, excellent interpersonal and communication skills, negotiation skills, networking and coordination skills required
- Effective Computer skills (MS Office packages)
- 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
- Interest in learning about the Red Cross/Red Crescent Movement
- 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
- Excellent 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 Tsh,  
Nay Pyi Taw

Yangon Office:  
Red Cross Building  
No.42, Strand Road, Botahtaung Township,  
Yangon

Email: [mrcshrrecruitment@redcross.org.mm](mailto:mrcshrrecruitment@redcross.org.mm)

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.**

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