



Career Opportunities

Position Title	: Program Coordinator
No. of Post	: (1) Post
Report to	: Program Manager
Department	: Disaster Management / Preparedness in Myanmar
Duty Station	: Yangon/Nay Pyi Taw
Grade	: E2
Application Deadline	: 16:30 pm, (25/12/2017)

Myanmar Red Cross Society (MRCS) is going to start a project called **“Preparedness in Myanmar”** with the support of American Red Cross (AmRC). The project aims at targeted communities and MRCS branches have better disaster preparedness and strong capacity to undertake humanitarian assistance in time of disaster and emergency.

Program background: This project will enhance abilities to prepare for and respond to disasters at the community level by strengthening institutional preparedness at the national and branch levels. Community preparedness activities will expand and build on recent successful school and community disaster preparedness initiatives and will include 1) establishing village and school disaster management committees and sub-committees; 2) conducting community and school assessments and developing plans of action; and 3) improving disaster management knowledge through skill trainings, followed by awareness activities and simulations.

Purpose of this position: The **‘Programme Coordinator’** (Hereafter will use the Coordinator) under direct supervision of ‘Deputy Director-DRR’ (DM) Department and in close consultation with AmRC (American Red Cross) Country Representative will be responsible to design, implementation and monitoring of DRR activities for effective and efficient for the program. The Coordinator will be a highly motivated, proactive and creative individual, who is able to work both independently as a team member and under supervision as well as showing flexibility in meeting the various tasks required by this position.

Duties and Responsibilities:

Programme Management

1. Provide high quality technical support to project’s field team in designing and implementing key DRR activities in the targeted communities such as:
 - (a) Carryout Vulnerability and Capacity Assessments (VCA) with Integrated Community Assessment for Building Resilience (ICABR) Tools
 - (b) Disaster preparedness and response planning with the facilitation of Community.
 - (c) Set up community Based Early Warning System and response capacity.
 - (d) Development of Preparedness Plan of and Evacuation Plans with community.
2. Facilitate community to develop households level Disaster Preparedness (DP) Planning

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3. Setting up and train Disaster Response Teams in the communities and schools.
4. Develop or adapt and contextualize school emergency planning tools, methodology and materials
5. Carry out regular field monitoring and supervision activities in order to ensure quality, coherence and effectiveness of project activities

Staff Development, Participation and Supervision

1. Provide robust technical support to and front line staff (field officers and community and school mobilizers) and volunteers in developing and implementing awareness raising as well as behaviour change communication activities for promoting DRR– culture of safety and resilience in the targeted communities and schools
2. Provide guidance and support to staff and volunteers in implementing key activities around safer communities and schools; ensure that DRR activities are designed and implemented as an entry point to community resilience building
3. Support to and frontline staff and volunteers in executing disaster response simulation exercises with the involvement of key stakeholders
4. Strengthen disaster preparedness and response capacity of MRCS' targeted branch
5. Support and guide Township Red Cross Branch in engaging with township stakeholders to prepare township response preparedness and contingency plans considering different time-scales and changing risk patterns
6. Support and guide staff and volunteers in the integration of cross-cutting objectives into DRR programming, including gender equality, climate sustainability and social inclusion
7. Carry out regular field monitoring and supervision activities in order to ensure quality, coherence and effectiveness of project activities

Coordination and Collaboration

1. In close coordination with local authorities and actors, strengthen disaster preparedness and response capacity of the Branch of project township
2. Coordinate for the organization of coordination meetings and workshops (weekly meetings, quarterly meeting, trainings, etc.).
3. Establish effective working relationships with peers and partners.
4. Liaise with the DRR Program Head Quarter and Field Teams in order to gather information regarding their technical/logistics finance needs, challenges and expectations.

Financial Management

1. Develop Project's Work Plans, budget, under the supervision of Deputy Director DM and with support from Am RC Delegate.
2. Have to work in line with MRCS System and staff Duty for financial affairs. He/she will have to coordinate with Finance Officer (under Finance Department) and get approval from project's budget holder.

Reporting

1. Closely coordinate with the AmRC Delegate to provide technical/ logistics/ finance supports needed by the project and to ensure the follow-up and through documentation of activities.

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2. Coordinate the written of the program reports (Myanmar and English versions) for all key activities (initial assessment, advocacy meetings, VCA exercise, Quarterly, etc.) to share with MRCS and AmRC Delegate.
3. Document the programme implementation process so to contribute to good reporting
4. Review all relevant documents of the project (reports, concept notes, presentations, tools, guidelines, etc.) before submission for validation to Programme Manager
5. Produce periodic updates and the reports as per agreed PMER cycle.
6. Support for conducting participatory lesson learned, monitoring and evaluation activities in the field

Others

1. Support the Deputy Director DM to organize coordination meetings at different level.
2. Work towards the achievement of overall goals of MRCS through effective managerial and lateral relations and teamwork
3. Ensure understanding of roles, responsibilities, lateral relationships and accountabilities
4. Understand and practice the Principles of the Red Cross & Red Crescent Movement.

Skills, Competencies and Requirements

- **Myanmar National**
- University Degree and preferably Bachelor/Diploma in Social Science, Development Studies or related fields
- 3 years of experience in Community Based DRR program or other related experience
- Good understanding of Myanmar DRR contexts and effective DRR network
- Strong writing skills and capacity to present clear and concise summary of program and its activities
- Strong organization, leadership skills and excellent interpersonal relationship
- Ability to manage multiple priorities to meet deadlines and adhere to program schedule
- Must have strong negotiation, collaboration and coordination skills
- Self-supporting in computers (Windows, spread-sheet, word-processing)
- Effective English language skills
- **Red cross volunteers who fulfil above criteria are encouraged to apply**

Application process: Please send your application letter, CV, and related documents (PDF Version) to;

Head Office:

Myanmar Red Cross Society
Razathingaha Road, Dekhinathiri,
Nay Pyi Taw.

Email: mrshrrecruitment@redcross.org.mm

Branch Office:

Myanmar Red Cross Society
No. 42, Red Cross Building, Strand Road,
Botahtaung Township, Yangon. (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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