



## **Career Opportunities**

<b>Position Title</b>	<b>: Project Officer (CPP)</b>
No. of Post	: (1) Post
Department	: Restoring Family Links
Report to	: Assistant Project Coordinator
Duty Station	: Nay Pyi Taw/Yangon
Grade	: D2
<b>Application Deadline</b>	<b>: 16:30 pm, (24/11/2017)</b>

**Myanmar Red Cross Society (MRCS)** is volunteer based humanitarian organization throughout the whole country acting with and for the most vulnerable at all times. Benefit Package consists of Paid Medical Certificate Leave, Annual Leave, Casual Leave, Maternity leave, On-Duty for Training, Accommodation Allowance and Hardship Area Allowance for specific area, Training and Development Opportunities, Promotion and Management Development.

Myanmar Red Cross Society is working on "**Child Protection Project**" (with support from the United Nations Children's Fund - UNICEF) in (22) township and (1040) villages since 2006. Child Protection Project was implemented with child protection awareness raising, referral, psychosocial support, medical support, nutrition, transportation, income generation activities such as organizing humanitarian activities for mine victims (who are under 18 years old) and their families.

**Purpose of this position:** Within the framework of the MRCS policies and procedures and in accordance with the fundamental principles of the Red Cross Movement, the project officer is responsible for ensuring the implementation of Child Protection Project activities in the assigned areas with the supervision of Assistant Project Coordinator. Project Officer is also responsible for operating case management, conducting child protection session and monitoring the project activities. The project officer directly supervises and gives technical support to field workers.

### **Duties and Responsibilities**

#### **Project Management**

1. Conduct awareness raising for child protection underage recruitment
2. Conduct regular meetings with respective stakeholders and reviews to accommodate lessons learned with child protection working group
3. Coordinate the training schedule and maintain the training plan/calendar accordingly
4. Ensure that the project takes steps to counter discrimination against children
5. Ensure proper documentation of project related activities
6. Identify emerging areas of challenges and participating in the modification of project materials to meet those needs
7. Perform individual case management for vulnerable children

**"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"**

8. Follow up on disciplinary actions for all field workers. Gives advice regarding implementation and compliance of MRCS policies
9. Supervise attendance (attendance books), leave administration (leave requests) and salary administration for all field workers
10. Support compliance to systems and process for planning and reporting
11. Support team members to manage stress, workload and welfare to ensure a healthy and functional team
12. Support the development of success stories in coordination with field staffs
13. Assist the Assistant Project Coordinator in the timely, efficient and effective delivery of a high quality project focused on achieving sustainable changes for children

### **Reporting and Coordination**

1. Collect and collate information of services available to children at the community level
2. Coordinate and collaborate with Department of Social Welfare staffs and other key stakeholders
3. Ensure that all project reporting, including data entry are completed in time
4. Ensure that project related information is accurately and promptly communicated from and to the field

### **Financial Management**

1. Assist Project Coordinator in monitoring expenditure against budgets and the proper financial management of the project
2. Coordinate with Finance Officer to undertake financial processes related to working advances, receipts, expenditures and ensure management of financial records for program activities under his/her supervision

### **Other**

1. Contribute to good team spirit and working relations through communication in a timely manner
2. Travel to the field offices regularly to provide support as necessary
3. Regularly review local safety and security plans
4. Ensure that a spirit of motivated team work and open communication is maintained throughout the project sites
5. Perform any other duties and tasks assigned by Assistant Project Coordinator

### **Skills, Competencies and Requirements**

- **Myanmar National**
- University Degree and preferably Bachelor/Diploma in Social Work or related fields
- Minimum two years working experience in child protection or related fields
- Preferably one year experience of working in rural communities
- Experience in financial experience and reporting
- Ability to undertake case analysis, document and submit case reports capturing key issues needed to inform project for urgent response
- Effective both Myanmar and English Language skills (Written and Oral)
- Effective Computer Knowledge (Microsoft office package)
- Team-work oriented, proactive and demonstrated capacity to work independently
- Good organizational and interpersonal skills, including communication skills

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- Committed, efficient, flexible and experienced in working effectively and harmoniously with colleagues from varied cultures and professional backgrounds
- **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: [mrcshrrecruitment@redcross.org.mm](mailto:mrcshrrecruitment@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](http://www.redcross.org.mm)

**Only short listed candidates will be contacted for a personal interview.**

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