



Career Opportunities

Position Title	: Mine Risk Education Officer
No. of Post	: (1) Post
Report to	: National MRE Coordinator
Department	: Disaster Management
Duty Station	: Yangon/ Nay Pyi Taw
Grade	: D2
Application Deadline	: 16:30 pm, (21/02/2018)

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, Annual, Casual Leave, Insurance, On-Duty for Training, Provide Accommodation Allowance & Hardship Allowance for specific area, Training and Development Opportunities, Promotion and Management Development.

Project Background: The Mine Risk Education (MRE) Activities are implementation in 50 Townships in Kachin, Kayah, Kayin, Mon, Shan (East and North), Bago and Tanintharyi State/Region. Main activities are Basic/Advanced MRE Training to Red Cross Volunteers (RCVs), School Teachers and Health Staffs and MRE Safety Presentation to Communities who are people living or returning to the Mine/Unexploded Ordnance (UXO) affected areas. The MRE Activities started from May, 2015 up to now and supported by The International Committee of the Red Cross. The activities conducted by MRCS also need to empower the Branch Red Cross and Red Cross Volunteers thought the branch development support.

Purpose of the Position: To support National MRE Coordinator and MRCS Disaster Management in the implementation of MRE Activities to promote safe behavior in regards to the Mine/UXO problem and People living or returning to the Mine/UXO affected areas in Myanmar are fully aware of danger posed by Mine/UXO's.

Duties and Responsibilities

Project Management

1. Assist to National MRE Coordinator for overall MRE activities as well as finance.

"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"

2. Regularly brief and update to National Mine Risk Education Coordinator the development of Local Mine Risk Education (MRE) implementation.
3. Provide inputs to the preparation of training plans and materials and facilitation of training of program staff and volunteer according to the plans.
4. Attend and represent MRCS at local MRE Cluster meeting.
5. Organize the Local training for MRE awareness sections.
6. Prepare the training plan and develop session plan for integrated section in training of MRCS.

Financial Management

7. 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

Coordination and Collaboration

8. Coordinate with MRE actors.
9. Closely coordinate and mobilize the MRE Officer (Field) for MRE awareness section in community.
10. Closely coordinate with National MRE Coordinator and MRE Officer (Field) for day to day activities.
11. Promote coordination and cooperation among the selected branched and state and Head Quarter.
12. Work with the delegates and program staff to conduct field visits to program sites to provide training, facilitation, technical input, follow-up and monitoring of activities as required.

Planning, Budgeting, Monitoring and Reporting

13. Develop and submit quarterly work plan and budget for each activities as per action plan.
14. Preparation of detail budgeting, budget break down calculation, working advance and clearance and budget control and monitoring regarding to the POA.
15. Conduct regular monitoring visit to branches, targeted IDPs and host communities to support the Branch activities and provide feedback report to National MRE Coordinator.
16. Submit monthly, quarterly and annual report including field monitoring report to Director through National MRE Coordinator.

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Other

17. Any other duties and tasks assigned by MRE Coordinator

Skills, Competencies and Requirements

- Myanmar National
- University Degree and preferably Bachelor/Diploma in Social Work or related fields
- Strong leadership, negotiation, mobilization, monitoring and evaluation and interpersonal communication skill
- Able to travel to Field frequently with short notice
- Must respect local traditional customs
- Ability to manage multiple priorities to meet deadlines and adhere to program schedule
- Self-supporting in Computer (Microsoft Office Package)
- Effective both Myanmar and English Language skills (Written and Oral)

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

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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