



MYANMAR RED CROSS SOCIETY

Vacancy Announcement

Job Title	: Field Team manager (DRR)
No of Post	: (1) post
Report to	: MRCS Disaster risk reduction deputy and the French Red Cross Disaster risk reduction program coordinator.
Place of Assignment	: Selected Townships for the DRR MRCS/FRC program
Remuneration	: Indicative salary of FEC 450 per month
Appointment	:1 year contract and extension for subject to regular performance appraisals and funding availability

The Myanmar Red Cross Society (**MRCS**) , working jointly with the support of the French Red Cross Society (**FRC**)in Myanmar, is seeking applications from dynamic and highly motivated individuals to immediately fill up the following positions as part of its MRCS Disaster Risk Reduction team , who will be dedicated to a **five year Disaster Risk Reduction Coastal areas program located outside of Nargis area.**

Purpose of this position: The MRCS Disaster Risk Reduction Field team manager will be in charge for all management aspects of the DRR Program field team unit. He/she has to ensure that the DRR Program is Properly implemented according to activities planning, budget Forecasting , expecting results .

The MRCS DRR Field Team Manager will work in close coordination with the MRCS DRR Deputy based in the DRR Unit of Yangon Headquarter. He/ She is accountable to MRCS DM HOD and Deputy and has to facilitate support provided by FRC Delegates.

Main Responsibilities:

- He/She will perform the management of the DRR field team dedicated to the DRR program.
- He/She will ensure good implementation of the different activities assigned to the field team.
- He/She will Support the Admin/Fin/Log Trainer o prepare the monthly cash forecasts according to the Office running cost and DRR activities budget.
- He/She will supervise weekly activities implementation at DRR field team and facilitate the cooperation and coordination within the team.
- He/She will anticipate problems within the field time and find accurate solutions to address them.
- He/She will develop DRR field action plan priorities according to the DRR Field team trainers' priorities.
- He/She will participate to regular coordination meeting with the DRR unit coordinators at MRCS Yangon Head quarter.
- He/She will support and develop own capacity building of the DRR field team.
- He/She will organize field visits for MRCS (MRCS DM Division, Governance, other Division) and FRC (DRR Delegates, HOD, etc.) representatives.
- He/She will develop good partner relationships with all Myanmar Red Cross society staff and volunteers, relevant government authorities, international organizations and non governmental organizations according to the project activities and areas concerned.
- He/She will ensure that the specific needs of the most vulnerable person (children , women, elderly, disabled person ,etc ...) will be taken in consideration in all projects.
- He/She will be do part of the design of comprehensive monitoring and evaluation framework and to ensure proper application.
- He/She will support the Admin/Finance/Log Trainer in drafting of financial reports and other trainers in activities implementation reporting (Myanmar and English languages).
- He/She will assist the MRCS DRR deputy FRC DRR coordinator in any tasks required.

- He/She will organize and facilitate meetings, workshop and training as required, in English or Myanmar languages.
- All other complementary tasks which will be defined by the DRR deputy and FRC DRR coordinator.
- All responsibilities should be carried out in line with Red Cross and Red Crescent movement principles.

Required Qualification

- University graduate in one of these sectors or field related will be an asset.
- Minimum of 3 to 5 years experience in position of program management for community development.
- Demonstrated experience and competencies in at least two of the following sectors:
 - Team Management
 - Programme coordination
 - Disaster Risk Management activities
 - Advocacy , public awareness, education
 - Community based program
 - Institutional strengthening
 - Capacity building/training
 - Monitoring & evaluation

Knowledge , skills and experiences required for this position :

- Must be strong background in program management , planning and budgeting
- Must have very good English language skills (written and oral)
- Must have very good computer literate (Microsoft Word ,excel, Power point outlook express ,etc)
- Must have leadership, organizing, planning and problem solving skills
- Must have team Management , training and facilitation skills
- Must be strong Communication and interpersonal skills
- Must be interest in sharing professional skill as well as learning from others
- Must be analytical ,monitoring and evaluation skills
- Must have financial management skills and experience
- Must have experiences for narrative and financial report activities in English
- Must have good translation skills (Myanmar & English)
- Must have sense of humour, open-minded, and flexible.

Interested persons should submit,

1. A letter of application, relevant documents and CV with Photo
2. Recommendation letter from Township Police Station(Copy)
3. Labour Registration Card(Copy)
4. Good Health Certificate from Township Health Centre (or) Specialist Physician (Copy)

*Remark: The applicants **should not be government employee and be a dismissed person** from any government office.*

Interested persons can apply to U Khin Maung Hla,Executive Director, Myanmar Red Cross Society, No.42, Strand Road, Botahtaung Township, Yangon before 6 August 2010, 4:30 PM.

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

U Khin Maung Hla
Executive Director
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