



Myanmar Red Cross Society Vacancy Announcement

MRCS is urgently looking for efficient, motivated and dedicated individuals to fill up the following position:

Position:	Focal Person cum Outreach Prosthetic Programme Coordinator for the Hpa-an Orthopaedic Rehabilitation Centre
No. of post:	(1) one
Place of employment:	Myanmar Red Cross Society, Yangon and Nay Pyi Taw Frequent Travel to Program Areas
Type of employment:	Local full time
Remuneration:	Minimum FEC 333
Appointment:	Initial one year contract with a three-month probationary period subject to performance appraisal and funding availability
Direct superior:	Head of Health Division, Myanmar Red Cross Society
Report to:	Head of Health division of Myanmar Red Cross Society

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 OPP Coordinator, Health Division, will assist the Head and Deputy Head of the Health Division and working in collaboration with MRCS, Health Division.

Main Function:

Focal Person

- Acts as a liaison between the MRCS Head of Health Division and the HORC Manager / the ICRC Head of Physical Rehabilitation Programme
- Makes clear recommendations related to HORC's guiding principles, staffing, management and administration arrangements
- Be responsible for follow-up of all issues related to HORC files at MRCS HQ

OPP Coordinator

Coordinates the implementation of the Outreach Prosthetic Programme (OPP), in collaboration between MRCS HoD(Health), HORC Manager and ICRC Head of Physical Rehabilitation Programme based in Nay Pyi Daw (HQ).

DUTIES AND RESPONSIBILITIES

Institutional:

Focal Person

- Ensures (in establishing a system) regular communication between HORC, MRCS HQ and ICRC
- Contributes to strengthening the planning, monitoring and implementation capacities of HORC at MRCS HQ
- Ensures that all pending issues related to HORC are solved with proper follow-up approach at MRCS HQ

OPP Coordinator

- As a MRCS representative, performs all tasks and duties related to the Outreach Prosthetic Programme in accordance with the Fundamental Principles of the Red Cross/Red Crescent Movement, the program's objectives and the criteria for identification and selection of amputees.
- As a program coordinator at national level, ensures that the OPP is duly integrated into the overall MRCS Strategic Plan and known and understood by all MRCS members, staff and volunteers as one of its core activities.

Managerial:

1. Monitoring and Reporting

Focal Person cum OPP Coordinator

- Monitors continuously the progress of the HORC programme activities
- Submits quarterly progress reports to Head of Health Division (with a copy to ICRC HoPRP)

2. Planning

Focal Person

- Assists in developing HORC framework (plan, methodology, timeline, evaluation)

OPP Coordinator

- Establishes annual plans of action (PoA) and budgets
- Ensures field participation in the establishment of the annual PoA and budgets
- Supervises and monitors the implementation of the PoA

3. Communication

Focal Person cum OPP Coordinator

- Establishes a system that ensures the flow of information with all participants in the project
- Establishes a regular reporting (including financial reporting) system
- Calls and conducts project meetings on regular basis and as required
- Ensures availability of project dissemination material
- Implement a strategy to promote the project with the different target groups concerned authorities, medical professionals, MRCS volunteers at all levels and of course the beneficiaries
- Communicates effectively with key stakeholders in development of physical rehabilitation activities

4. Training

Focal Person

- Identifies with the HORC Manager training needs of MRCS volunteers and provides training as needed

OPP Coordinator

- Elaborates with the OPP field officer the training curriculum for the trainings at three different levels: program managers, State/Division focal persons, volunteers at grassroots level
- Designs with the OPP field officer a training plan for the different levels including refresher training and other possibilities for experience sharing

5. Finance

Focal Person cum OPP Coordinator

- Ensures with the HORC Manager that funds are used in accordance with the budget established
- Ensures with the HORC Manager that expenditures are accounted for in a timely manner and in accordance with MRCS rules and regulations (take into account specific donor requirement, if needed)

6. Logistics

Focal Person

With support of the MRCS logistics

- Be responsible for handling of import documents for the ICRC donated ex-Geneva materials
- Establishes a networking system for the importation of import material for the HORC

7. Office management

Focal Person

- Assist the MRCS Head of Health Division in follow-up of all pending issues related with HORC
- Organises the filing for all documents and maintain a proper filing system related HORC issues updated at all time
- Assists the direct supervisor in preparation of written reports
- Assumes responsibility for specific files mainly independently
- Organises and participates in meetings with counterparts

OPP Coordinator

- Participates in the management of the OPP database (s)
- Performs various data processing on computer independently
- Ensures follow-up and updates of files/databases
- Organises and participates in meetings with counterparts
- Assists the direct supervisor in preparation of written reports
- Assumes responsibility for specific files mainly independently

8. Institutional

Focal Person cum OPP Coordinator

- Supports the decentralised project implementers, staff as well as volunteers, in their administrative and field work
- Ensures the integration of the OPP into the overall Physical Rehabilitation Programme, through close and regular contact with the ICRC Head of Physical Rehabilitation Programme
- Understands the three components of the Red Cross Movement
- Applies the security rules at all times
- Respects and observes the staff regulations of the MRCS in Myanmar

9. General

Focal Person cum OPP Coordinator

- Familiar with RC/RC movement, MRCS mandate and activities internal/external

The employee may be asked to perform duties and tasks not covered in this job descriptions when necessary.

Minimum required knowledge & experience:

- University degree, preferably with the background in community development work with health activity or other related fields
- 1-3 years work experiences in a similar field, development sector preferred
- Previous experience in the MRCS an asset
- Good command of written and spoken English
- Good computer skills
- Experienced in management skills
- Good negotiation skills
- Good communication skills
- Skilled in participatory approaches at community level
- Good training and supervision skills
- Capacity to work independently
- Ability and willingness to work under pressure as part of professional team.

Interested persons should submit,

1. A letter of application, relevant documents, CV and one photo with 6 months
2. Recommendation letter from Township Police Station(Copy/ Update)
3. Copy of Labor Registration Card
4. Good Health Certificate from Township Health Center(Copy/ Update)

Remark: The applicants should not be government employee a dismissed person from any government office will not be considered for the position.

Application will not be successful if applied position is not mention correctly, the application does not mention about the specific position.

Interested persons can apply to U Khin Maung Hla, Executive Director, Myanmar Red Cross Society, No.42, Strand Road, Botahtaung Township, Yangon before 23 July 2010, 4:30 PM.

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

**U Khin Maung Hla
Executive Director
MYANMAR RED CROSS SOCIETY**