



Myanmar Red Cross Society Vacancy Announcement

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

Job Title	: Programme Manager
No of Post	: (1) post
Report to	: Executive Committee of MRCS and UNHCR Programme Officer
Place of Assignment	: Mawdaw, Rakhine State (NRS)
Remuneration	: Indicative salary of 700 FEC per month
Appointment	: Probationary period (Three months)

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 programme manager will assist the Executive Committee of MRCS and UNHCR Programme Officer, and in collaboration with MRCS, in all aspects of planning and designing an expansion of the existing UNHCR funded the programme as well as the subsequent implementation.

Main Responsibilities:

Recruiting and appointing of MRCS staff responsible for all aspects of community reintegration/development, procurement of supplies and logistics.

Managing and supervising the staff at supervisory level (viz., Assistant Programme Manager, Programme Coordinator, Training Supervisor, Community development Officers, etc.)in:

- Establishing a data base to document EVI cases at reception centres;
- Developing an effective reporting system;
- Developing an effective narrative studies and need assessment surveys through community participatory methods and in relation to relief requirements and logistics constraint;
- Identifying appropriate community-based income generating projects;
- Conducting training in community organization skills, participatory rural appraisal, group formation income generating;
- Following the procedures on tender and negotiation relating to the programme;
- Adhering to a specific project budgeting parameters as per the programme proposal;
- Procuring commodities required for income-generating activities;
- Tendering/negotiating/contracting with regard to the community-based small scale project implementation ; and
- Establishing operational procedures for procurement of relief items and developing a logistics plan of action.

Preparing, planning, budgeting relief activities within the programme.

Conducting a relief response training programme including rapid assessment techniques.

Maintaining communications with local authorities and close relationship with the United Nations High Commissioner for Refugees, other United Nations agencies and other International and local Non-Government Organizations operating in the respective areas.

Technical qualification requirements:

Must have a University degree or equivalent.

Must have maturity and emotional stability.

Must have middle or above level management experience.

Must have literacy in computers (MS office and internet/e-mail)

Must have proficiency in English language to the level of independently producing project proposals, reports, budget analysis, reading voluminous materials and summarizing it into comprehensible length. Ability to participate in national/international workshops, seminars, and conferences and produce concise reports in English.

Must have health and ability to work continuously under field conditions.

Red Cross background experiences are more preferred.

Must have ability to speak, read, write and understand a UN Language.

Interested persons should submit,

A letter of application, relevant documents and CV with photo

1. Recommendation letter from Township Police Station(Copy)

2. Labour Registration Card(Copy)

3. Good Health Certificate from Township Health Centre(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 22nd January, 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