



Myanmar Red Cross Society

HR-VA No. 117.1- Field Officer



Myanmar Red Cross Society (MRCS) is volunteer based humanitarian organization throughout the whole country acting with and for the most vulnerable at all times.

Field Officer

No. of Post	: 3 posts
Report to	: Field Operation Coordinator
Program/Project	: Mandalay Earthquake Relief and Recovery Operation
Department	: Mandalay Earthquake Relief and Recovery Operation (ERRO) Team
Duty Station	: Nay Pyi Taw
Grade	: D-1
Benefits	: Salary + Insurance + Monthly Allowance + Training + Communication Charges + Travelling Allowances + Casual Leave + Quarantine Leave + Earned Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave + Paternity Leave + Compassionate Leave + Blood Donation Leave + Accommodation Allowance
Application Period	: 28-September-2026to 5-October-2026, 16:30 p.m.

Brief Intro About Department or Program: The Earthquake Operation under the Myanmar Red Cross Society (MRCS) is a dedicated emergency response initiative designed to address the urgent humanitarian needs resulting from the recent earthquake that has impacted multiple regions across Myanmar. Coordinated with support from both domestic and international partners, the operation aims to provide timely and effective assistance in key sectors such as shelter, health, water and sanitation, livelihood recovery, and protection services. The Earthquake Operation is managed under the Mandalay Earthquake Relief and Recovery Operation (ERRO) Team, working in close collaboration with MRCS Internal Departments, Branches, Volunteers, and Communities to ensure a well-coordinated, people-centered response aligned with MRCS's strategic priorities and operational guidelines.

Purpose of the Position: Field Officer will ensure all activities are implemented in line with the operation goal, objectives and output indicators. The Field Officer will be based in Nay Pyi Taw and will work under the overall management of the Field Operation Manager and the direct supervision

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Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality

MRCS-IFRC-EA (NPT)/Field Officer-3 Posts for ERRO Team/NPT (28/9/26)



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of the Field Operation Coordinator at the MRCS ERRO Nay Pyi Taw Hub Office. The Field Officer will submit regular reports through the Field Operation Coordinator and will closely coordinate with technical staffs, Township Red Cross Branches, local authorities, and other relevant stakeholders to ensure the effective implementation of operations activities.

Duties and Responsibilities:

Planning

1. Develop detailed implementation plans and monitor the implementation of project activities to ensure timely and effective delivery.
2. In consultation with local communities, local authorities, and other relevant stakeholders, identify and propose innovative ideas for new activities where appropriate.
3. Assist the technical program team and volunteers in conducting assessments, developing activity plans, implementing project activities, and carrying out monitoring in coordination with the PMER Officer. Ensure that information collected through monitoring is analyzed and used to inform future planning, implementation, and program improvement.

Program Implementation

4. Promote community participation and ownership by liaising with beneficiary communities, establishing, training, and supporting community committees, and ensuring that project activities are implemented in a transparent and accountable manner.
5. Assist to Field Operation Coordinator in identifying, selecting, and training suitable community mobilizers in communities where Red Cross Volunteers (RCVs) are not available.
6. Support the Logistics Officer in preparing stock positioning plans, distribution and dispatch plans, and procurement requests for project equipment, materials, and assets.
7. Implement project activities in accordance with the approved work plan, budget, and implementation schedule.
8. Ensure that all project-related data are accurately recorded, updated, and maintained in a timely manner.
9. Provide accurate and timely implementation updates and other necessary information for monthly and quarterly reports, in coordination with the PMER Officer, and submit them to the Program Coordinator before the agreed deadlines.
10. Support community mobilization efforts by working closely with volunteers to ensure effective implementation of project activities in accordance with MRCS implementation procedures.

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11. Coordinate and implement project activities related to Shelter, Livelihoods, Disaster Risk Reduction (DRR), Health, and Water, Sanitation and Hygiene (WASH), ensuring quality, effectiveness, and timely completion.
12. Supervise and provide technical support to Red Cross Volunteers (RCVs) throughout project implementation, ensuring that all activities are completed to the required quality standards.
13. Support the capacity development of Red Cross Volunteers (RCVs), and community members to strengthen their knowledge and skills in project implementation.
14. Serve as the primary link between the project team and the affected communities. Ensure that project activities are implemented in accordance with standardized methodologies and participatory approaches, promoting inclusiveness, consultation, coordination, transparency, and information sharing to maximize stakeholder engagement.
15. Provide on-the-job coaching and training to volunteers, and facilitate regular coordination meetings with volunteers and community committees.
16. Work closely with the MRCS Field Manager, Field Officers, Field Teams, Red Cross Volunteers (RCVs), and relevant local authorities to establish, equip, train, and strengthen community structures in the target areas.

Coordination and Cooperation

17. Coordinate closely with Township Red Cross Branches, local authorities, relevant technical departments, the General Administration Department (GAD), and other humanitarian organizations to ensure the effective implementation of planned project activities.
18. Establish and maintain close working relationships with the MRCS Hub Office and Headquarters teams, ensuring effective communication, coordination, and timely information sharing.
19. Support and participate in field visits with counterparts, government authorities, and other stakeholders to monitor and assess the progress of project activities. Collect and provide accurate and timely information to the Field Operation Coordinator to facilitate the preparation of narrative reports.

Financial Management

20. Ensure that project funds are utilized in accordance with MRCS financial policies, guidelines, and procedures.
21. Prepare and submit working advance requests for project implementation activities within the agreed timelines.

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22. Ensure the timely settlement and submission of working advance claims in compliance with MRCS financial procedures.
23. Regularly monitor project budgets, expenditures, and budget utilization, identify any variances, and promptly report significant issues to the Program Coordinator for appropriate action.

Safety and Security

24. Ensure effective and confidential management of all project documentation, including both hard-copy and electronic records, in accordance with MRCS policies and procedures.
25. Continuously monitor the security situation in the project areas and promptly report any security concerns or incidents to the Program Coordinator in accordance with MRCS security protocols.
26. Continuously monitor and report community perceptions, feedback, and acceptance of the Red Cross to support effective community engagement and risk management.

Reporting

27. Participate in and support needs assessments in target communities. Assist the project team in preparing village proposals and submit assessment findings and relevant reports to the Field Operation Coordinator in a timely manner.
28. Prepare and submit accurate and timely monthly activity reports to the Field Operation Manager through the Field Operation Coordinator, in accordance with MRCS reporting requirements and agreed reporting deadlines.

Skills, Competencies and Requirements:

- **Must be University Degree Graduate**
- Minimum of one (1) year of relevant experience in emergency response, community-based programme implementation, and coordination with local communities and stakeholders.
- Good interpersonal and communication skills in both Myanmar and English.
- Willingness to perform assigned duties under tight deadlines while maintaining neutrality, impartiality, and professionalism.
- Excellent computer skills, including Microsoft Office (Word, Excel, PowerPoint, Outlook) and data management.
- Strong report writing and documentation skills.
- Good planning, organizational, and time management skills.
- Ability to work independently with minimal supervision and as part of a multidisciplinary team.

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- Ability to coordinate effectively with communities, volunteers, local authorities, and other stakeholders.
- Good facilitation, training, and presentation skills.
- Knowledge of community-based approaches and participatory methodologies.
- Ability to analyze information, identify problems, and provide practical solutions.
- Willingness and ability to travel frequently to project locations, including remote and hard-to-reach areas.
- Ability to work multicultural and challenging environments with flexibility and adaptability.
- Knowledge of Monitoring, Evaluation, Reporting, and data collection processes.
- Understanding of humanitarian principles, the Red Cross and Red Crescent Fundamental Principles, and safeguarding standards.
- Experience in using Kobo Toolbox, ODK, or other mobile data collection applications.
- Experience in project budget monitoring and basic financial procedures.
- Valid motorcycle riding skills and possession of a valid driving license.
- Ability for follow Red Cross (7) Fundamental Principle, MRCS Policy, Strategies and Guidelines
- Understanding of Commitment to and willingness to actively promote the Red Cross and Red Crescent Fundamental Principles
- Experience Of Working for the Red Cross/ Crescent is preferred
- **Red Cross Volunteers and females are encouraged to apply**
- Applicants are required to fully comply with MRCS staff regulations, the organization's code of conduct, PSEA policy, child safeguarding standards, anti-fraud and corruption measures, equal opportunity principles, and all other zero-tolerance policies and procedures.

"We strive to advance diversity and gender equality across our organization and strongly encourage applicants from diverse backgrounds to apply."

****Note: Applicants will be considered to be shortlisted that need to send application letter, CV, passport-size photo, education qualifications and references (PDF Version) to:**

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Head Office:

Myanmar Red Cross Society

Razathingaha Road, Dekhinathiri Tsh,

Nay Pyi Taw

Yangon Office:

Red Cross Building

No.42, Strand Road, Botahtaung Township,

Yangon

Email: mrcshrrecruitment@redcross.org.mm

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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