



Myanmar Red Cross Society

HR-VA No. 002 Admin, HR and Logistic 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.

Admin, HR and Logistic Officer

No. of Post	: 1 Post
Report to	: Field Manager
Department	: Health Department
Project/Program	: Building Health Resilience in Emergency Project
Duty Station	: Loilem Township, Southern Shan State
Grade	: D-1
Benefits	: Salary + Transportation Allowance + Health Benefit Allowance+ Supplementary Allowance+ Insurance + Training + Communication charges + Travelling Allowances + Home Return Leave/ Earned Leave + Casual Leave + Quarantine Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave

Application Period : 30-May-2025 to 13-Jun-2025 16:30 p.m.

Brief Intro About Department or Program: Myanmar Red Cross Society (MRCS) is volunteer based humanitarian organization throughout the whole country always acting with and for the most vulnerable. The project for Building Health Resilience in Emergency Project in Southern Shan State empowers and builds capacities of communities' structures and local civil society organizations (CSO), Myanmar Red Cross Society's strategy plan 2021 – 2025 which states as its vision is "To be a well-functioning National Society with the capacity of providing humanitarian service to the most vulnerable people in Myanmar and beyond". The strategy has 3 goals namely 1) build healthier and safer communities, reduce vulnerabilities and strengthen their resilience, 2) promote the understanding and respect for the Red Cross Principles, Humanitarian Values, and International Humanitarian Law, and develop a culture of non-violence and peace and 3) function effectively as a National Society, well-resourced and with robust capacity at all levels. Furthermore, the local Red Cross branches will receive training to develop their programme and volunteer management skills, supported with some needed equipment and infrastructure development, and will recruit volunteers in all the project villages who can assist their peers in the local language and act as a link to the government services.

"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"

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

MRCS-FRC/ Admin, HR and Logistic Officer/ Health Department / (30.5.2025)



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Purpose of the Position: Within the frame work of the MRCS policies and procedures and in accordance with the fundamental principles of the Red Cross Movement, CBHR Admin/HR/Log Officer will assist the Field Manager and technical supports to the field project implementers to achieve the objectives of the project by close coordination with Health, Admin, HR and Logistics Departments of MRCS.

Duties and Responsibilities:

Administration and General

1. Maintain Leave accounts, leave register and assist to Field Manager for leave checking to the township office.
2. Provide movement order for program staff travel and validation.
3. Manage security and cleaners for efficient result.
4. Record registers for correspondence and provide dispatch services for correspondences.
5. All the records including meeting minutes and documents related to the Human Resources, Logistics and Admin in line with record retention guideline.
6. Prepare monthly duty list for the township office to calculate pay roll and sent it to focal person of Finance Department.

Human Resources

7. Handling of recruitment and selection process at Loilem Township (staff requisition, Collecting CVs, long listing, interviewing, contracting and briefing).
8. Prepare monthly report and manpower report including recruitment status, challenges and recommendations.
9. Record and entry data of staff profile in Hard copy and Soft copy.
10. Assist to performance review process (Probation and Permanent).
11. Carry out briefing and orientation programme for new employees in Loilem.
12. Coordinate with HR Officer (Compensation & Benefit) for preparing staff insurance and other benefits Community Based Health and Resilience Program.
13. Assist and coordinate with HQ HR team in providing HR Training (Policy awareness, Induction, Capacity Building,... etc).
14. Prepare Work certificate for voluntary resigned staff

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15. Collect and send all performance appraisal forms to the HQ for the field project staffs

Logistics

16. Plan and organize transportation requirements, implement and maintain use of transportation management system and assist Field Manager in planning best use of vehicles.
17. Register and keep fixed assets registers, inventory ledger, vehicle log book.
18. Prepare monthly report including stock position status, procurement situations, challenges and recommendations.
19. Ensure correct storage, rotation of stock and proper structural maintenance of store/warehouse to keep all stocks in good condition.
20. Maintain accurate stock control and records of regular basis and to provide advice on warehousing issues that affect the overall operation
21. Prepare and make sure in all procurement process of the project activities (Stationary, Refreshment, Supportive materials, Accommodation, Venue, Wat/San Hardware construction, etc....) in line with the MRCS procurement procedures
22. Perform any other duties assigned by Field Manager

Skills, Competencies and Requirements:

- Must be University graduated
- Minimum 2 years experiences in related field
- Well-developed computer skills, with demonstrated competence in Excel, Word and Power point (English and Myanmar)
- Strong skill in numerical recording, data maintenance
- Strong interpersonal and communication skills
- Well organized, efficient, with excellent attention to detail and ability to meet deadlines
- Ability to manage and priorities multiple tasks, take initiative and problem solve
- Able to work well in a team and live in stressful situations
- Ability to operate motorbike safely and must have driving license
- Fluent in Burmese and English language. Additional local languages (Pao and Shan) are preferred
- Ability to travel anywhere at short notice and handle high stress and tight deadlines

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- 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

****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:**

Head Office:
Myanmar Red Cross Society
Razathingaha Road, Dekhinathiri Tsh,
Nay Pyi Taw
Email: admin.bhrie@redcross.org.mm

Yangon Office:
Red Cross Building
No.42, Strand Road, Botahtaung Township,
Yangon

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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