



Myanmar Red Cross Society

Career Opportunities

Position Title	: Emergency Operation Centre Manager
No. of Post	: (1) Post
Department	: Disaster Management
Report to	: Director
Supervises	: Emergency Operation Centre Officers
Duty Station	: Nay Pyi Taw/ Yangon
Grade	: F2
Application Deadline	: 16:30 pm, (25/04/2018)

Myanmar Red Cross Society (MRCS) is volunteer based humanitarian organization throughout the whole country acting with and for the most vulnerable at all times. Benefit Package consists of Paid Medical Certificate Leave, Annual Leave, Casual Leave, Maternity leave, On-Duty for Training, Provide Training and Development Opportunities, Promotion and Management Development.

Background: Myanmar Red Cross (MRCS) is planning to implement a Disaster Response Project namely ‘Disaster Response Capacity Development’ with support of Canadian Red Cross (CRC). The Project aim is to support disaster management capacity of Myanmar Red Cross Society. One of key objectives of the project is to develop well-functioning EOC through capacity building of staff and installation of appropriate equipment. As such, MRCS Emergency Operation Centre (EOC) plays vital role in strengthen early warning system at community level as well as responding emergencies in timely manner.

Purpose of this position: Purpose of this position is to take overall responsibilities of Emergency Operation Centre update, upgrade, and well-functioning. EOC Manager need to support to build up capacity development of MRCS EOC (Yangon & Naypyitaw). And also contribute to Disaster Management Institutional Capacity Plan of Action.

Duties and Responsibilities:

Technical Management

1. Develop Disaster Preparedness Plan for Non Myanmar Citizen.
2. Carry out dissemination and promotion related to the EOC activities.
3. Strengthening Emergency Operation Centre capacity, coordination, management, and provide technical advice to upgrade equipment if required
4. Assist to senior management team to improve and build the institutional capacity for Disaster Management

"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"

5. Ensure accurate and timely Disaster Management Information System (DMIS) reports are posted on the MRCS and Federation Web Pages as required
6. Establish Standard Operating Procedure (SOP) for use, maintenance and storage of all the equipment and an asset in the MRCS EOC.
7. Support Director of DM Department to Establish 24 X 7 X 365 Weather Monitoring (including Imminent Disaster monitoring) System at MRCS Emergency Operations Centre (EOC)
8. Establish a smooth communication and functional linkages with EOC of Government of Myanmar and other relevant agencies as part of strengthening Early Warning-Early Action (EWEA) System.
9. Regularly gather information and data regarding any impending disasters/hazard events from multiple sources and analyse the affected and accordingly prepare concise briefing notes for dissemination to MRCS Senior Management, Disaster Response Teams, Concerned Branches and other relevant stakeholders.
10. Provide timely and accurate reports on a regular basis. It includes program updates, operation updates as well as MRCS meetings and conferences.
11. Develop and activate operation Network by using Single Side Band Network between National EOC and Department of Methodology and Hydrology (DMH) and General Administrative Department (GAD) for Early Warning & Early Action (EWEA) System when authorized by ETF.
12. Any other relevant duties and responsibilities assigned by Director of DM.

Monitoring, Evaluation and Reporting

13. Conduct regular monitoring exercise by using indicator tracking table and quality of services together with PMER officer.
14. Conduct regular monitoring stock position in relation with Logistics and Warehouse
15. Submit monthly progress report and annual report which includes activities done, challenges, expenses and financial situation to Programme Manager
16. When emergency appears, submit report to National Head Quarter in urgent manner
17. Prepare and submit report to direct supervisor after attending the meetings/ workshop/ seminar/ training

Financial Management

18. Prepare annual and quarterly budget together with detail break down
19. Responsible for working advance validation and claim in time
20. Manage expenses in line with financial guidelines and procedures
21. Submit liquidation report to Programme Manager in timely manner
22. Regular monitoring on budget and expenditure as well as utilization and variance

Staff Management

23. Responsible for staff management, and maintain team spirit
24. Administrate the staff according to MRCS policies and regulations
25. Prepare staff job description in detail manner, and participate in recruitment of the operation staff
26. Analyse the training needs of staff and implement capacity building programme in coordination with human resources department.

"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"

27. Ensures that all staff members are treated equally and transparently

Coordination

28. Build lateral relationship with external partners, internal partners, local donors, Ministry of Social Welfare and Relief and Resettlement, and inter-departmental focal persons
29. Take a counterpart role of Donor and High level visits to operation areas
30. Ensure effective working relationships with delegates and staffs.

Skill and Competencies Requirements

- **Myanmar National**
- Any University Degree, Degree in Master of Disaster Management/ Master of Public Administration/ Master of Public Policy/ Master of Development Studies are preferable
- At least 2 years managerial experiences
- Effective language skills in both written and speaking of English and Myanmar
- Strong skills in report writing
- Ability to meet deadlines
- Good interpersonal and communication skills and able to work well in a team
- Proficiency with Microsoft Office Application (Word, Excel, and PowerPoint)

Application process: Please send your application letter, CV, and related documents (PDF Version) to;

Head Office:

**Myanmar Red Cross Society
Razathingaha Road, Dekhinathiri,
Nay Pyi Taw.**

Email: mrcshrrecruitment@redcross.org.mm

Branch Office:

**Myanmar Red Cross Society
No. 42, Red Cross Building, Strand Road,
Botahtaung Township, Yangon. (or)**

For more information and application, please visit to the www.redcross.org.mm

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

"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"