



**Myanmar Red Cross Society**

## **Career Opportunities (Internal Only)**

<b>Position Title</b>	: Emergency Operation Centre (EOC) Officer
<b>No. of Post</b>	: (1) Post
<b>Report to</b>	: EOC Manager
<b>Department</b>	: Disaster Management Department
<b>Duty Station</b>	: Nay Pyi Taw
<b>Grade</b>	: D2
<b>Benefits Packages</b>	: Salary + Insurance + Training + Travelling Allowances + Casual Leave+ Quarantine Leave+ + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave
<b>Application Deadline</b>	: (08/ 03/2019), 16:30 pm

**Background of Project:** Myanmar Red Cross Society (MRCS) is going to start a Disaster Risk Reduction (DRR) project called *“Disaster Response Capacity Development”* with the support of Canadian Red Cross (CRC). The project aims to support the disaster management capacity of Myanmar Red Cross Society. One of the key objectives of the project is to develop well-functioning EOC by capacity building of staff and installation of appropriate equipment. As such, MRCS had already installed Emergency Operation Centre (EOC) at Yangon and Nay Pyi Taw. The EOC will play vital role in strengthening early warning system as well as speeding up emergency response operations.

**Purpose of this position:** ‘Emergency Operation Centre (EOC) Officer’ under direct supervision of ‘MRCS EOC Manager, DM Department. The ‘EOC Officer’ will be a highly motivated and proactive individual, who is able to work both

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independently as a team member and under supervision as well as showing flexibility in meeting the various tasks required by this position.

## **Duties and Responsibilities**

### **Role and Responsibilities:**

#### **Planning**

1. Assist EOC Manager in executing EOC Standard Operating Procedures (SOPs) and improving on the SOPs where needed in consultation with The International Federation of Red Cross and Red Crescent Societies (IFRC), American Red Cross (AmRC), Canadian Red Cross (CRC) and other partners.
2. Manage EOC processes per the SOPs, including EOC activation/deactivation and office development activities.
3. Assist EOC Manager in designing and executing simulation exercises per the SOPs.
4. Provide technical support for drills and exercises at the national and local level in close coordination with the DRR.

#### **Monitoring and Reporting**

5. Monitor and update EOC Manager on weather changes and imminent disasters, which should be ongoing in an activation period.
6. Regularly gather and analyze information and data regarding any impending disasters/hazard events from multiple sources; prepare concise briefing notes for dissemination to MRCS Sr. Management, Disaster Response Teams, concerned branches and other relevant stakeholders.
7. Manage operations data at multiple levels, including States, Regions and townships.
8. Ensure databases are kept up-to-date and made accessible to relevant parties; the 3Ws data should be updated weekly in normal times and daily during an emergency.

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9. Develop disaster reports monthly, quarterly, and annually; in an emergency activation, situation updates should be sent daily to the EOC Manager.
10. Assist EOC Manager in monitoring the status of staff, response team members, volunteers and equipment deployed to an emergency response operation.
11. Collect and combine community feedback and send to EOC.
12. Maintain and organize all EOC reports.
13. Submit PMER reports as requested.
14. Monitor on-going operations and new events.

### **Coordination**

15. Ensure regular communications with government, UN, partner national societies, etc., providing data when requested and obtaining relevant reports from external agencies.
16. Support communications at the branch level during large events or incidents.
17. Liaise with and provide support to government EOC counterparts.
18. Ensure effective and efficient communications per the SOPs regarding emergency preparedness and response measures for impending disasters/hazard events that may adversely impact certain geographic locations and require MRCS and multi-agency response.
19. Manage internal MRCS communications, including with Logistics, Finance, Administrative and other departments regarding emergency activities.
20. Assist EOC Manager in strengthening community-based Early Warning– Early Action (EWEA) systems by sharing information through a variety of channels, such as phone, social media, email, etc.
21. Establish smooth communication and functional linkages with the national EOC and other relevant agencies as part of EWEA to gather and share any relevant data.
22. Support EOC Manager to address community feedback complaints and other issues by reviewing requests and implementing resolutions.

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23. Maintain the EOC Facebook page, issuing disaster updates under the EOC Manager's discretion.

### **Administration**

24. Ensure the correct use, maintenance and storage of all equipment and assets in the EOC per the SOPs, including keeping an updated assets list, ensuring equipment is functioning properly, and accessing assets when needed.

25. Answer/reply to EOC phone calls and faxes.

26. Other work-related duties and responsibilities as may be assigned by the supervisor.

### **Emergency Response (EOC Activation)**

27. Arrange and facilitate EOC meetings, including scheduling and taking minutes.

28. Write briefing notes (TOR) every two weeks during an emergency activation.

29. Write internal reports, requisitions and office letters as needed.

30. Write daily situation update reports and send to EOC Manager.

31. Functioning for emergency response activities (EOC activation) as per Standard Operation Procedures (SOPs) of MRCS' Medium Scale Disaster Management and EOC. .

### **Skills, Competency and Requirements**

#### **Essentials**

- **Must be a Myanmar National**
- **University graduate**
- Minimum 2 years of related field
- Advanced data management skills, including experience using Excel and managing
- Strong project management skills, with an ability to organize and manage complex process
- Previous experience in managing financial and administrative tasks

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- Experience with GIS data
- Advanced knowledge of survey design, data collection methodology and mobile data collection tools
- Ability to learn new tools and technologies, including advanced data collection
- Strong communication, report-writing and presentation skills
- Experience in planning and delivering technical trainings to a variety of audiences and skill levels
- Ability to problem-solves under a variety of circumstances and adapt to dynamic

#### **Preferred**

- Understanding of open data and open source tools
- Experience in managing social media accounts
- Experience in communicating with a wide range of stakeholders, such as government officials, journalists and other humanitarian organizations
- Photography and basic editing skills
- Experience in working on humanitarian response operations or with NGOs
- Experience in working as a Red Cross Volunteer

**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@gmail.com](mailto:mrcshrrecruitment@gmail.com)

**Branch Office:**

Myanmar Red Cross Society  
No. 42, Red Cross Building, StrandRoad,  
Botahtaung Township, Yangon. (or)

For more information and application, please visit to the [www.redcross.org.mm](http://www.redcross.org.mm)

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

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