



## Career Opportunities

Position Title	: Security Focal Point
No. of Post	: (1) Post
Report to	: Hub Manager
Department	: Rakhine Operations Management Unit
Duty Station	: Maungdaw
Grade	: D1
Benefit Packages	: Salary + Staff house + Hardship Allowance + Additional Allowance + Insurance + Communication Charges + Travelling Allowance + Home Return Leave/Annual Leave+ Quarantine Leave+ Casual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave Program
Application Deadline	: (23/07/2019), 16:30

**Background:** In 2017, MRCS is increasing its engagement in Rakhine state through immediate, medium and long-term support to people affected by communal violence. With the support of IFRC, ICRC, MRCS and PNs has initiated Rakhine Operations Management Unit program in Sittwe, Mrauk-U, Kyauktaw, Ponnagyun, Minbya, Maungdaw, Buthidaung, and Rathedaung Townships. Program period is initial three months and high possibility of extension as long-term program. Maungdaw, Buthidaung, and Rathedaung areas are under the management of Maungdaw Hub office. MRCS is setting up Operation Management Unit.

**Purpose of the position:** MRCS Security Focal role is to assist the Head of Sub Office (Maungdaw) who is the Security Focal Point (SFP) in establishing and managing all matters related to the safety and security of personnel, sites and assets in the Rakhine Operation Management Unit. Also, to provide Myanmar – English translation services during the associated interactions.

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## Duties and Responsibilities:

### Monitor

1. Monitor the general security environment and keep the Security Delegate informed of developments, major incidents and events in a timely manner.
2. Establish and maintain effective local staff liaison networks within Red Cross Movement, other organizations in low profile, local authorities and other stakeholders in matters related to security and information sharing.
3. Consult with and assist Security Focal Point to address security situations.
4. Prepare timely security advisories relating to safety and security incidents, events or issues of concern.
5. Monitor compliance with area specific security regulations and travel instructions procedures.
6. Interface with the Communications Centre Team Leader regarding field movement monitoring; vehicle and staff contingency equipment, communications equipment.

### Risk Management

7. Report any internal/external security related incident to the Head of Sub Office immediately.
8. Assist Head of Sub Office to monitor MRCS security incident reporting, record incidents in relevant data bases, and support the Head of Sub Office in addressing security incidents.
9. Assist Head of Sub Office with conducting contingency plan drills and ensuring that risk mitigation measures are up to date and relevant.
10. Assist Head of Sub Office to conduct minimum security requirements assessments on potential work and residential sites, and ensure that actions are taken to implement and maintain the required standards.

### Support

11. Assist Head of Sub Office to provide assistance to personnel on security matters in cases of emergency, and in times of an ongoing security incident situation.
12. Maintain good working relationships with all movement partners, and external stakeholders

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## Administration

13. Maintain good working relationship and regular liaison with the contracted Security Guard Providers to ensure quality of Guarding service and bring any issues of concern to the attention of the Security Focal Point.
14. Assist Head of Sub Office to train security guards in relation to post orders, fire extinguishers and other standard safety equipment.

## General

15. Together with Head of Sub Office, work towards enhancing the awareness and the culture of safety and security amongst personnel in the operation.
16. Ensure that the integrity of RCRC is taken into account in all aspects of operations
17. Discuss issues relating to acceptable cultural behaviour highlighting the fundamental principles of IFRC.
18. Other tasks as may be assigned by the head of sub office from time to time.

## Skills, Competencies and Requirements

- Must be a Myanmar National
- Age between 23 to 50 years
- University degree
- At least 2 years professional experience in a security analysis related role
- Computer skill in MS Office and accounting software is an asset
- Experience in In-country contextual understanding and operational experience
- Experience working with military, security and law enforcement agencies
- Good interpersonal skills and ability to operate in a complex emergency environment
- Willingness to perform assigned tasks and duties in tight deadline and perform with neutrality
- Experience in working with and coordinating with international and national partners
- Good level of English Language skills (written and oral)
- Communication, Collaboration and Teamwork, Judgement and Decision making, National Society and Customer Relations, Creativity and Innovation, Building Trust

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

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, Strand Road,  
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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