



Career Opportunities

Position Title	: Emergency Operation Centre (EOC) Officer
No. of Post	: (1) Post
Report to	: EOC Manager
Department	: Disaster Management Department
Project	: Preparedness in Myanmar(Pim)
Duty Station	: Nay Pyi Taw/Yangon
Grade	: D2
Benefits Packages	: Salary + Insurance + Training + Travelling Allowances + Casual Leave+ Quarantine Leave+ + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave
Application Deadline	: (18/ 03/2020), 16:30

Myanmar Red Cross Society (MRCS) is volunteer based humanitarian organization throughout the whole country acting with and for the most vulnerable at all times. Red Cross as **auxiliary** to the government has been providing significant contribution into a wider humanitarian field starting from building resilience at community level to contributing technical inputs to the Country’s Disaster Management law, policies, and strategies.

Background: 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: The EOC Officer will support EOC (Normal / Emergency) Operations in both support functions : and data and information management. The EOC Officer will work at the EOC within the Disaster Management Department to ensure strong EOC processes and

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continuity of operations in coordination, communication with Township/ State/ Regional in carrying out responsibilities.

Duties and Responsibilities

I. Programme Management and Supporting

1. Provide active role to the EOC processes per the SOP, including EOC activation/deactivation and office development activities.
2. Assist EOC manager in designing and executing simulation exercises per the EOC SOP.
3. Take responsibilities assigned by EOC manager regarding emergency disaster response operations.

II. Coordination

4. Support communications at the branch level during large events or incidents
5. Ensuring effective working relationships with Other State/Regional and Branch, Stake holder
6. Provide direct technical assistance, as required, to States/ Regional and Township branches on specific issues related to EWEA and Disaster Response support the process of mobilizing, facilitating, and coordinating volunteers.
7. Assist EOC Manager in strengthening Community-Based Early Warning-Early Action (EWEA) Systems by sharing information through a variety of channels, such as phone, fax, HF_SSB radio and social media including EOC Facebook page and groups.
8. Assist to EOC meetings, including scheduling and taking minutes.

III. Staff Development, Participation and Supervision

9. Support the development of the human resources involved with disaster management, through staff training
10. Organize appropriate training for branch staff and volunteers to develop and maintain proper mechanisms, organization, management, structures and systems for managing emergencies. (e.g., DM Policy, humanitarian needs assessment guidelines, reporting mechanisms, ERT etc.)
11. Participate and coordinate MRCS emergency response operations in-country

IV. Monitoring, Evaluation and Reporting

12. Submit monthly progress report and annual report including activities, work done, challenges, expenses and financial situation to EOC manager.

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13. When emergency occur, need to report urgently to respective people.
14. Report regularly after regular monitor, gathering, analysing and update the information based on weather changes and imminent disaster, which should be on-going in an activation period.
15. 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.
16. Develop RMS for DM Capacity of MRCS in terms of effective & efficient Response Operation in Disaster.

Skills, Competency and Requirements

- **Must be a Myanmar National**
- **University Degree**
- **Age under 40 years old**
- Minimum 3-years experience in related field
- Experience in Cash/ Budget control
- Good understanding of Disaster Management (Response)
- Strong organization, leadership skill and excellent interpersonal relationship
- Understanding of commitment and willingness to actively promote the Red Cross/ Red Crescent Fundamental Principles
- Effective English language skill and computer skills (MS Office Package)

****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,
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.

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