



# Myanmar Red Cross Society

HR-HQ VA No. 053.1 – Deputy Director (Disaster Response)



Myanmar Red Cross Society (MRCS) is volunteer based humanitarian organization throughout the whole country acting with and for the most vulnerable at all times.

## Deputy Director (Disaster Response)

No. of Post	: 1 Post
Report to	: Director of Disaster Management Department
Department	: Disaster Management Department
Duty Station	: NayPyiTaw/Yangon
Grade	: G
Benefits	: Salary + Insurance + Training + Travelling Allowances + Casual Leave + Quarantine Leave + Annual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave

**Application Deadline** : 27-May-2022, 16:30

### Background of Department

The **Disaster Management Department**, led by the Myanmar Red Cross Society, conducts disaster preparedness response across the country. In carrying out these activities, the Disaster Management Department work together with Red Cross Volunteers, Relevant Departments and stakeholders.

### Purpose of the Position

The **Deputy Director (Disaster Response)** will implement MRCS Disaster Management (Disaster Responses) plans and objectives aimed at enhancing MRCS preparedness and response capacity the National, State/ Divisional and Township levels. The **Deputy Director (Disaster Response)** will work in coordination with Township/ State/ Division, Federation, other Movement Partners and the relevant government departments in carrying out responsibilities.

### Duties and Responsibilities

#### Managerial Management

1. Responsible in all aspects of planning, budgeting, operation management and implementation of the operation activities in selected areas which is under management of Director of Disaster Management Department within the Framework of the MRCS policies and procedures.
2. If needed when occur the disaster, prepare Disaster Response Emergency Fund. (DREF), and assist to Director to develop Emergency Appeal.
3. Contribute to programme reviews and evaluations where appropriate.
4. Assist Director in developing of new project proposal at country level or international level.

"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-DRC/Deputy Director (Disaster Response) Disaster Management Department (13/5/2022)*



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5. Assess programme performances including utilization of resources, achievement and challenges.
6. Manage the Cash Transfer Programme and Response Framework to be in line with the Society's Strategic goals.
7. Build Disaster response capacity (ERT/NDRT/SLE Training) for MRCS staff and Volunteers to response in Emergency times.
8. Strengthen Emergency Operation Centre capacity, coordination, management, and equipment.
9. Liaise with Logistics Department to manage, procure, transport and distribute Disaster Preposition stock.
10. Assist senior management team to improve and build the institutional capacity for Disaster Management.

### Financial Management

11. Responsible for Detail budget preparation, budget validation, and detail break down of budget.
12. Ensure to manage the operation budget in line with financial regulation and guidelines.
13. Ensure the management of expenses, cash transfer, summary of working advance for all related activities.

### Leadership

14. Represent MRCS in Disaster Management field with the Myanmar Government, the PNSs, local and international community, civil society and media within the designated authority.
15. Provide leadership for delivering the Disaster Management activities, initiatives, innovation, and creativity.

### Monitoring, Evaluation and Reporting

16. Regular monitor to stock position in relation with Logistics and Warehouse.
17. Ensure the post distribution monitoring in line with operational guidelines.
18. Submit monthly progress report and annual report including activities, work done, challenges, expenses and financial situation to Director of Disaster Management.

### Designated Authority

19. Take authorized signatory for designated works and levels.
20. Financial authorize for defined amount of office.

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### Skills, Competencies and Requirements

- Must be University graduated.
- Master of Disaster Management/ Master of Public Administration/ Master of Public Policy/ Master of Development Studies
- Minimum 3-year experience in related field
- At least 2 years managerial experiences
- Experience in planning and organizing of interviews, assessments, study, recreation and social activities and service and experience of financial administration
- Ability to analyse information, data, and report and strong skills in report writing
- Well-developed computer skills, with demonstrated competence in Excel, Word and Power point (English and Myanmar)
- Well organised, efficient, with excellent attention to detail and ability to meet deadlines
- Ability to manage and prioritise multiple tasks, take initiative and problem solve
- Able to work well in a team and live in stressful situations
- Ability to travel anywhere at short notice
- Commitment to learn, open to change and willing to try new things
- Strong interpersonal and communication skills
- Excellent command of English and Myanmar especially in translating, including written, spoken and typing.

**\*\*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.

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

Email: [mrcshrrecruitment@redcross.org.mm](mailto:mrcshrrecruitment@redcross.org.mm) (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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