



Myanmar Red Cross Society

HR-HQ VA No. 036.1 – Disaster Management (DM) Coordinator



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

Disaster Management (DM) Coordinator

No. of Post	: 1 Post
Report to	: Deputy Director (Disaster Response)
Department	: Disaster Management Department
Duty Station	: NayPyiTaw/Yangon
Grade	: E-2
Benefits	: Salary + Insurance + Transportation Allowance + Health Benefit Allowance + Supplementary Allowance + Training + Travelling Allowances + Casual Leave + Quarantine Leave + Earned Leave + Medical Certificate Leave + Maternity Leave + Home Leave + Substituted Leave+ Paternity Leave + Compassionate Leave + Blood Donation Leave

Application Period : 22-April-2024 to 6-May- 2024, 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. The main objective of the MRCS- ICRC operational partnership continues to enhance the access for better collective humanitarian impact to address the most vulnerable population in Myanmar. The MRCS- ICRC will increase coordinated Emergency Response operations, especially in conflicts, violence, sensitive and insecure geographical areas. As well, the MRCS-ICRC will continue to work in particular programmatic areas such as Emergency Response Preparedness, First Aid, Mine Risk Awareness, Physical Rehabilitation, Restoring Family Links, and Operational Communication. (Note: for emergency WASH, ICRC will continue the technical support towards MRCS RCVs, in complimentary to the Swedish RC overall support of MRCS WASH development).

"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-ICRC/DM Coordinator for NayPyiTaw/Yangon/Disaster Management Department (22/4/2024)



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Purpose of the Position

The **Disaster Management (DM) Coordinator** 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 DM Coordinator will work in coordination with Township/ State/Division, Federation, other Movement Partners and the relevant government departments in carrying out responsibilities.

Duties and Responsibilities

Programme Management and Support

1. Support Deputy Director (Disaster Response) to Build Disaster response capacity for MRCS staff and Volunteers to response in Emergency times.
2. Expand and strengthen MRCS Disaster Response (Rapid Assessment and Response Teams) at the national and branch levels.
3. Liaison with Logistics Department to manage, procure, transport and distribute Disaster Preposition stock.
4. Assist Deputy Director and senior management team to develop, review and revise the Terms of References for Emergency Task Forces, operation response team, contingency plan, and Disaster Management policy.

Coordination

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 Disaster Response support the process of mobilizing, facilitating, and coordinating volunteers towards such programmes.
8. Support development of MRCS DM preparedness contingency planning and response policy, in line with Federation DM policy and with government policy framework.

Staff Development, Participation and Supervision

9. Support the development of the human resources involved with disaster management, through staff training.
10. Participate and coordinate MRCS emergency response operations in-country.

Monitoring, Evaluation and Reporting

11. Submit monthly progress report and annual report including activities, work done, challenges, expenses and financial situation to Director of Disaster Management.

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12. When emergency occur, need to report urgently to respective people.
13. Implement and Monitor Disaster Response activities.
14. Report to Dy after regular monitor to stock position in relation with Logistics and Warehouse.
15. Ensure the post distribution monitoring in line with operational guidelines.
16. Assist and support Deputy Director of Disaster Response in the following areas:
 - Provide active role to the DM Division through Planning, Developing and Implementing MRCS strategies, plans and activities for disaster preparedness and response at national and branch levels.
 - Assist MRCS in formulating and writing Disaster Response Emergency Fund (DREF) emergency appeals.

General

17. Perform any other related tasks aligned by Direct Supervisor and Department.

Skills, Competencies and Requirements

- **Must be University Degree graduated**
- Experience in Financial Management Cash/Budget control
- Minimum 2-3 years experiences in related field
- Good understanding of Disaster Management (Response)
- Strong organization, leadership skill, reporting skills and excellent interpersonal skills
- Well-developed computer skills (MS Office Package)
- Excellent command of English and Myanmar especially in translating, including written, spoken and typing
- Ability to manage and priorities multiple tasks, take initiative and problem solve and ability to meet deadlines
- Ability to work well in a team and dealt with stressful situation and ability to travel anywhere at short notice
- Ability to follow Red Cross (7) fundamental principles, MRCS policy, strategies and guidelines
- Experience of working for the Red Cross/ Crescent is preferred

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****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 (or)

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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