



# Myanmar Red Cross Society

HR-VA No. 037- DM Officer



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

## DM Officer

<b>No. of Post</b>	<b>: 1 post</b>
<b>Report to</b>	<b>: Response Manager</b>
<b>Department</b>	<b>: Disaster Management Department</b>
<b>Duty Station</b>	<b>: NayPyiTaw/Yangon</b>
<b>Grade</b>	<b>: D-2</b>
<b>Benefits</b>	<b>: Salary + Insurance + Monthly Allowances + Periodic Allowances + Training + Communication Charges + Travelling Allowances + Casual Leave + Quarantine Leave + Earned Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave+ Paternity Leave + Compassionate Leave + Blood Donation Leave</b>
<b>Application Period</b>	<b>: 25-March-2026 to 1-April-2026, 16:30 p.m.</b>

**Brief Intro About Department or Program:** 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.

**Purpose of the Position:** The **DM Officer** will implement MRCS Disaster Management (Disaster Response) plans and objectives aimed at enhancing MRCS preparedness and response capacity the National, State/Regional and Township levels. The DM Officer will work in coordination with Township/State/Regional, Federation, other Movement Partners and the relevant government departments in carrying out responsibilities.

### Duties and Responsibilities:

#### **Programme Management and Supporting**

1. Provide active role to the DM Department through Planning, Developing and Implementing MRCS strategies, plans and activities for disaster preparedness and response at national and branch levels.

**"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-EA (HQ)/DM Officer for DM Department/NPT/YGN (25/3/26)*



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2. Assist MRCS in formulating and writing DREF emergency appeals.
3. Support Response Manager/DM Coordinator to Build Disaster response capacity for MRCS staff and Volunteers to response in Emergency times.
4. Work with Emergency Operation Centre regarding the EWEA and response in time of disaster.
5. Liaison with Logistics Department to manage, procure, transport and distribute Disaster Preposition stock.
6. Assist to senior management team to improve and build the institutional capacity for Disaster Management.
7. Other duties as assigned by Director of DM Department regarding emergency disaster response operations.

## Coordination

8. Ensuring effective working relationships with other State/Regional and Branch, Stake holder.
9. 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.

## Staff Development, Participation and Supervision

10. Support the development of the human resources involved with disaster management, through staff training.
11. 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.).
12. Participate and coordinate MRCS emergency response operations in country.

## Monitoring, Evaluation and Reporting

13. Submit monthly progress report and annual report including activities, work done, challenges, expenses and financial situation to Director of Disaster Management.
14. When emergency occur, need to report urgently to respective people.
15. Develop RMS for DM Capacity of MRCS in terms of effective & efficient Response Operation in Disaster.
16. Report to Response Manager after regular monitor to stock position in relation with Logistics and Warehouse.

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17. Report to Response Manager after regular monitor to Disaster Response Report and Distributed Items Data from States and Regions.
18. Manage to Procurement Process and Financial Clearance Process.

## Skills, Competencies and Requirements:

- **Must be University Degree graduate**
- Minimum 2 years' experience in related field
- Experience in Cash/Budget control
- Good understanding of Disaster Management (Response)
- Strong organization, leadership skill and excellent interpersonal relationship
- Effective English language skill and computer skills (MS Office package)
- Communications, Collaboration & Teamwork, Judgement & Decision, National Society & Customer Relations, Creativity & Innovation, Building Trust
- Ability to follow Red Cross (7) fundamental principles, MRCS policy, strategies and guidelines
- Understanding of commitment to and willingness to actively promote the Red Cross and Red Crescent Fundamental Principles
- Experience of working for the Red Cross/Red Crescent is preferred
- **Red Cross Volunteers and females are encouraged to apply**
- Applicants are required to fully comply with MRCS staff regulations, the organization's code of conduct, PSEA policy, child safeguarding standards, anti-fraud and corruption measures, equal opportunity principles, and all other zero-tolerance policies and procedures.

**"We strive to advance diversity and gender equality across our organization and strongly encourage applicants from diverse backgrounds to apply."**

**\*\*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:**

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**Head Office:**

**Myanmar Red Cross Society**

**Razathingaha Road, Dekhinathiri Tsh,  
Nay Pyi Taw**

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

**Yangon Office:**

**Red Cross Building**

**No.42, Strand Road, Botahtaung Township,  
Yangon**

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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