Myanmar Red Cross Society

HR-VA No.151 – Field DRR and Resilience 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.

Field DRR and Resilience Officer

No. of Post	**: 1 post**
Report to	**: Field Operation Coordinator**
Program/Project	**: Mandalay Earthquake Relief and Recovery Operation**
Duty Station	**: Sagaing**
Grade	**: D-1**
Benefits	**: Salary + Insurance + Monthly Allowance + 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 + Accommodation**
Application Period	**: 31-October-2026 to 7-November-2026, 16:30 p.m.**

Brief Intro About Department or Program: The earthquake response in central Myanmar, triggered by a powerful tremor with its epicenter near Mandalay, has generated a severe humanitarian crisis. The earthquake caused widespread damage, severe structural collapse, loss of life, displacement, and critical infrastructure disruption across multiple regions.

The Myanmar Red Cross Society (MRCS) response plan prioritizes life-saving interventions and long-term recovery in the most affected areas, including Mandalay, Sagaing, Naypyitaw, Bago, and Southern Shan. Key immediate sectors include search and rescue, emergency shelter, health, mental health and psychosocial support (MHPSS), and water, sanitation, and hygiene (WASH). The plan transitions into early recovery through multipurpose cash assistance, livelihood restoration, and earthquake-focused Disaster Risk Reduction (DRR) initiatives. By integrating DRR efforts—such as retrofitting infrastructure, promoting safer building techniques, and conducting urban emergency preparedness training—MRCS aims to strengthen community resilience against future seismic events.

Purpose of the Position: The **DRR and Resilience Officer** position to anticipate, prepare for and respond to disasters in an effective and efficient manner and to support communities in building safety and resilience through activities relating to reduction of the impact of disasters on people/ communities most at risk through disaster preparedness and risk reduction and climate change adaptation interventions. This will involve strengthening the capacity of MRCS at local as well as regional level and include contingency and response planning and other prevention measures.

Duties and Responsibilities:

Programme Management

1. Prepare township level risk profile based on secondary data (related to hazards, health, others).

2. Facilitate Township Red Cross Branch and local authority to identify vulnerable communities and school to implement project activities.
3. Facilitate Township Red Cross Branches to recruit Community/ School Focal Person for each targeted community and school.
4. Advocacy and liaise with Region and Township Red Cross Committee Members and Red Cross Brigade Officers to support school and communities in implementing project activities.
5. Facilitate and assist to Community and School Focal Persons and Red Cross Volunteers in planning and implementing DRR activities in targeted schools and communities such as;
   - Carrying out Vulnerability and Capacity Assessments.
   - Support set-up of Disaster Response Teams/ Early Warning System at the branches.
   - Set up Community based Early Warning System.
   - Develop Disaster Preparedness and Response Planning.
   - Establish of Disaster Preparedness and Evaluation Plans.
   - Developing Words & Households Level Disaster Preparedness (DP) Planning.
   - Support related activities and simulations to develop Early Action Protocols (EAPs).
6. Plan and implement program activities in line with program work plan and logical framework of the program.
7. Provide robust technical support to field assistant, community/ school focal person and volunteers in developing and implementing awareness raising as well as behaviour change communication activities for promoting DRR- culture of safety and resilience in the targeted communities and schools.
8. Support to community Resilience Committee and volunteers in executing disaster response simulation exercise in the targeted schools and communities in coordination and consultation with key stakeholders.
9. Strengthen disaster preparedness and response capacity of MRCS' targeted branches.
10. Ensure that project implementation in line with MRCS' strategy, policies and the principles of Red Cross Code of Conduct.
11. Conduct regular visit to schools and effected community in order to ensure quality, coherence and effectiveness of project activities.
12. Support the Field Operation Coordinator at Township Branch.

Financial management

13. Prepare cash forecast / working advance request based on plan of action (monthly, quarterly) with RC Branches and share to Hub office for compilation before agreed deadlines.
14. Prepare financial settlement in line with MRCS financial regulation and get approval for the financial expenditure used by field office.
15. Collect vouchers financial statements and other relevant reports from townships on regular basis and liaise with finance division to process the documents.

16. Support Field Operation Manager in preparation and monitoring of budget forecasts and expenditures, and support to annual budget revision and budget planning.
17. Provide Administration support to Programme Team of all project area to ensure timely processing of relevant financial documents, and other financial statements.
18. Maintain and monthly, quarterly updated on Cash Book and compile monthly budget utilization and balance of programme.

Staff Management, Participation and Supervision

19. Produce regular, timely and accurate on financial reports to Field Operation Manager.
20. Maintain fix assets register, distribution list and all record of the Programme.
21. Maintain office order and all of the office document.
22. Maintain on staff documents such as leaves, movement orders, officer orders.

Coordination and Collaboration

23. Facilitate to get decentralize and strengthen to Red Cross Branches.
24. Prepare reports i.e. monthly, quarterly and key activities reports and share with Field Operation Manager through PMER Officer on/or before agreed deadlines.
25. Coordinate with Villages & Ward Resilience Committee for preparation of monthly and quarterly plan of the program implementation and share to Field Operation Manager through PMER Officer before agreed deadline.
26. Coordinate for the organization of coordination meeting and workshops (weekly meetings, quarterly meeting, trainings, etc.).
27. Work together with MRCS Red Cross Branches and decentralized to trained Red Cross Volunteers.

Monitoring, Evaluation and Reporting

28. Ensure the regular monitoring of the budget utilization with action plan.
29. Monthly budget utilization report to Field Coordinator and perform other work-related duties and responsibilities as may be assigned by the supervisor.

Skills, Competencies and Requirements:

- **Must be University Degree Graduate**
- Diploma in Social Sciences/ Development Studies and relevant qualifications are preferable
- Minimum 3 years work experience in Disaster Risk Reduction and Resilience with proven competences in planning, implementation, monitoring and reporting and in budget control with communities, schools, stakeholder and government departments
- Experiences in working in both emergency and developmental contexts (especially in community-based approaches)
- Experience in the application, implementation and reporting of international donors funded programmes are preferable

- Demonstrated skill in analytical and strategic thinking
- Experience in facilitation of trainings and workshops is preferable
- Must have good communication skill including interpersonal skill, planning, monitoring, supervising, reporting and self-management are preferable
- Effective Computer Skill (MS Office Packages)
- Fluently spoken and written English and Myanmar including translation
- Well organized, efficient, with excellent attention to detail and ability to meet deadlines
- Able to work well in a team and live in stressful situations
- Ability to manage and priorities multiple tasks, take initiative and problem solve
- Ability to travel anywhere at short notice and handle high stress and tight deadlines
- Ability for follow Red Cross (7) Fundamental Principle, 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/ 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:**

Head Office:
Myanmar Red Cross Society
Razathingaha Road, Dekhinathiri Tsh,
Nay Pyi Taw

Yangon Office:
Red Cross Building
No.42, Strand Road, Botahtaung Township,
Yangon

Email: mrcshrrecruitment@redcross.org.mm

For more information and application, please visit to the www.redcross.org.mm

Only short-listed candidates will be contacted for a personal interview.

"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