



Myanmar Red Cross Society

HR-HQ VA No. 035.1 – 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
Department	: Disaster Management Department
Duty Station	: NayPyiTaw/Yangon
Grade	: G
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 : 24-April-2024 to 8-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/Deputy Director-Disaster Response for NayPyiTaw/Yangon/Disaster Management Department (24/4/2024)



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Purpose of the Position

The **Deputy Director-Disaster Response** of Disaster Management Department 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. Contribute to programme reviews and evaluations where appropriate.
3. Assist Director in developing of new project proposal at country level or international level.
4. Assess programme performances including utilization of resources, achievement and challenges.
5. Manage the Cash Transfer Programme and Response Framework to be in line with the Society's Strategic goals.
6. Build Disaster response capacity (ERT/NDRT/SLE Training) for MRCS staff and Volunteers to response in Emergency times.
7. Strengthen Emergency Operation Centre capacity, coordination, management, and equipment.
8. Liaise with Logistics Department to manage, procure, transport and distribute Disaster Preposition stock.
9. Assist senior management team to improve and build the institutional capacity for Disaster Management.

Financial Management

10. Responsible for Detail budget preparation, budget validation, and detail break down of budget.

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11. Ensure to manage the operation budget in line with financial regulation and guidelines.
12. Ensure the management of expenses, cash transfer, summary of working advance for all related activities.

Leadership

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

Monitoring, Evaluation and Reporting

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

Staff Management

18. Analyze the training needs of staff and ensure capacity building opportunities are available, as required.
19. Supervise and advise on staff performance during annual appraisals as necessary.
20. Motivate team, encourage team spirit and create positive working environments for staff.
21. Take authorized signatory for designated works and levels.
22. Financial authorize for defined amount of office.

Collaboration

23. Ensure Collaboration and Coordination with other Departments of the MRCS as well as relevant stakeholders of movement and non-movement partners on a regular basis.
24. Ensure regular collaboration and coordination within all projects, involving Partner National Societies, IFRC and ICRC as well as other non-movement partners.
25. Attend relevant regional and national health and WASH networks and cluster meetings.

General

26. Perform any other related tasks assigned by direct supervisor and department.

Skills, Competencies and Requirements

- **Must be University graduated**

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- Master of Disaster Management/ Master of Public Administration/ Master of Public Policy/ Master of Development Studies are preferred
- Minimum 5 years of experience in related field with at least 2 years managerial experiences
- Experience in planning and organizing of interviews, assessments, study, recreation and social activities and services
- Experience of financial administration, budget planning and monitoring
- Strong interpersonal and communication skills, organization skills, Problem solving methodology, and reporting skills
- Well-developed computer skills, with demonstrated competence in Excel, Word and Power point (English and Myanmar)
- Excellent command of English and Myanmar especially in translating, including written, spoken and typing
- Good understanding of Disaster Management
- Well organised, efficient, with excellent attention to detail and ability to meet deadlines, commitment to learn, open to change and willing to try new things
- Ability to manage and prioritise multiple tasks, take initiative and problem-solving methodology
- Able to work well in a team and live in stressful situations 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/Red Crescent is preferred

****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)**

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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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