



Myanmar Red Cross Society

HR-HQ VA No. 034.1 – Response Manager



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

Response Manager

No. of Post	: 1 Post
Report to	: Deputy Director (Disaster Response)
Department	: Disaster Management Department
Duty Station	: NayPyiTaw/Yangon
Grade	: F-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 : 10-April -2024 to 24-April-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 Red Cross Volunteers, in complimentary to the Swedish RC overall support of MRCS WASH development).

Purpose of the Position

The **Response Manager** is responsible in all aspects of planning, budgeting, operation management and implementation of the operation activities in selected areas which is under management of

"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/Response Manager for NayPyiTaw/Yangon/Disaster Management Department (10/4/2024)



Myanmar Red Cross Society

HR-HQ VA No. 034.1 – Response Manager



Director and Deputy Director of Disaster Management Department within the Framework of the MRCS policies and procedures and in accordance with the fundamental principles of the Red Cross Movement.

Duties and Responsibilities

Managerial Management

1. Assist to Deputy Director (Response) 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.
2. Support to Director in developing Standard Operating Procedures (SOP) of MRCS, DM Department In line with local law and RCRC standard.
3. Work towards the achievement of the MRCS's goals in the operation through effective managerial and lateral relations and teamwork with respective State/Region Red Cross Supervisory Committee.
4. Ensure understanding of roles, responsibilities, relationships with volunteers, accountabilities and teamwork.
5. If needed when occur the disaster, prepare Disaster Response Emergency Fund (DREF), and assist to Director to develop Emergency Appeal.
6. Contribute to programme reviews and evaluations where appropriate and carries out dissemination and promotion related to the DM activities.
7. Provide technical advice, or find alternative sources of technical advice as necessary, on issues such as integrated disaster management, low-cost technologies and awareness component for DM.
8. Assist to Director in developing of new project proposal at country level or international level.
9. Ensures a good communication flow within the inter-departmental and with other departments and accesses programme performances including utilization of resources and achievement of planned target.
10. Manage the Cash Transfer Programme and Response Framework to be in line with the Society's Strategic goals.
11. Build Disaster response capacity for MRCS staff and Volunteers to response in Emergency times.

"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/Response Manager for NayPyiTaw/Yangon/Disaster Management Department (10/4/2024)



Myanmar Red Cross Society

HR-HQ VA No. 034.1 – Response Manager



12. Strengthening Emergency Operation Centre capacity, coordination, management, and equipment.
13. Liaison with Logistics Department to manage, procure, transport and distribute Disaster Preposition stock.
14. Assist to 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.
15. Assist to senior management team to improve and build the institutional capacity for Disaster Management.
16. Ensure accurate and timely Disaster Management Information System (DMIS) reports are posted on the MRCS and Federation Web Pages as required.

Monitoring, Evaluation and Reporting

17. Conduct regular monitoring exercise by using indicator tracking table and quality of services together with PMER officer.
18. Conduct regular monitoring stock position in relation with Logistics and Warehouse.
19. Submit monthly progress report and annual report which includes activities done, challenges, expenses and financial situation to Programme Manager.
20. When emergency appears, submit report to National Head Quarter in urgent manner
21. Prepare and submit report to direct supervisor after attending the meetings/ workshop/ seminar/ training.

Financial Management

22. Prepare annual and quarterly budget together with detail break down.
23. Responsible for working advance validation and claim in time and Manage expenses in line with financial guidelines and procedures.
24. Submit liquidation report to Programme Manager in timely manner and regular monitoring on budget and expenditure as well as utilization and variance.

Staff Management

25. Responsible for staff management, and maintain team spirit and administrate the staff according to MRCS policies and regulations.
26. Prepare staff job description in detail manner, and participate in recruitment of the operation staff.

"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/Response Manager for NayPyiTaw/Yangon/Disaster Management Department (10/4/2024)*



Myanmar Red Cross Society

HR-HQ VA No. 034.1 – Response Manager



27. Analyse the training needs of staff and implement capacity building programme in coordination with human resources department and ensures that all staff members are treated equally and transparently.

Coordination

- 28. Build lateral relationship with external partners, internal partners, local donors, Ministry of Social Welfare and Relief and Resettlement, and inter-departmental focal persons.
- 29. Take a counterpart role of Donor and High-level visits to operation areas and ensure effective working relationships with delegates and staffs.

General

30. Perform any other related tasks assigned by Direct Supervisor and the Department.

Skills, Competencies and Requirements

- **Must be University Degree graduated**
- Master of Degree in Development Studies is preferred
- Experience in Financial Management Cash/Budget control
- Minimum 4-5 years experiences in related field
- Excellent Communication Skill, Problem- solving skill, Negotiation skill, Reporting Skill, Interpersonal Skill and Facilitation skill
- 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
- 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 and Red Cross Volunteers who meet the job requirements are preferred

"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/Response Manager for NayPyiTaw/Yangon/Disaster Management Department (10/4/2024)*



Myanmar Red Cross Society

HR-HQ VA No. 034.1 – Response Manager



****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.

"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/Response Manager for NayPyiTaw/Yangon/Disaster Management Department (10/4/2024)*