



INTERNATIONAL RESCUE COMMITTEE

Vacancy Announcement-Ref No. 58232

(National Only)

Four Core values of IRC

Integrity

We are open, honest and trustworthy in dealing with clients, partners, co-workers, donors, funders and the communities we affect.

Accountability

We are accountable—individually and collectively—for our behaviors, actions and results.

Service

We are responsible to the people we serve and the donors who enable our service.

Equality

We strive for equal outcomes for all clients and colleagues by promoting equitable access to opportunities and services.

From Harm to Home

The **mission** of the IRC is to help people whose lives and livelihoods are shattered by conflict and disaster to survive, recover, and gain control of their future. www.theirc.org

Who receives IRC's services?	the most vulnerable populations
Which sectors?	Water & sanitation, women protection & empowerment, protection, health, social development
When began in Myanmar?	2008
What position you are applying for?	Security and Access Officer
Number of Opening	1
Who you report to?	Senior Emergency Response Coordinator
Where you work?	Mandalay
When you start working?	Immediately
What will you get?	Basic Pay + Fringe Benefits (Health Insurance + Annual Group Life Insurance + Annual 13 th Month Pay + Severance + Leaves Entitlements)
When can you apply?	During 21 st May 2025 to 31 st May 2025
What IRC expects from you?	Zero tolerance with financial fraud, sexual harassment, sexual violence, child abuse, abuse on beneficiaries. The applicant is expected to abide by IRC's policies related to safeguarding. IRC defines safeguarding as "An umbrella term that covers both staff and client-facing protection from exploitation and abuse".
What is your Job Scope?	Scope of work: The devastating 7.7 magnitude earthquake that struck Myanmar on 28th March 2025 caused widespread destruction—reducing homes, hospitals, schools, and vital infrastructure to rubble—in areas including Mandalay and Sagaing Regions. IRC Myanmar has a strategic response plan with sufficient funding to render relief activities in the affected areas. The overall objective of this position is to work with the Senior Emergency Response Coordinator to ensure that organizational safety and security policies and procedures are responsive to the context, adequate and known to staff, and to advise on humanitarian access processes and approaches in close coordination with program teams. Under the supervision of the Senior Emergency Response Coordinator, the SAO will analyze security trends, advise, update, and implement IRC's Security Management Plan, Standard Operating Procedures (SOPs), Contingency Plans (CPs) and risk assessments. The position holder will provide humanitarian security and access advice to all levels of IRC staff in the designated office.

Major Responsibilities:

Safety and Security Management:

- Provide support to the Senior Emergency Response Coordinator on developing/ reviewing all security related policies, procedures, guidelines and planning for staff safety, operational security and program continuity in.
- Assist Senior Emergency Response Coordinator to evaluate, review and update security management plan and all annexes such as hibernation, relocation and evacuation plans and ensure that practical preparations are in place and known to all staff involved.
- Support security recommendation for staff travel, materials delivery and distribution of aid items.
- Support conducting security risk assessments of assigned areas at least once a year (if risk level is orange and below), or twice (if risk level is red and above).
- Provide weekly security situational report for the weekly S&S meeting.
- Undertaking continual assessments of security equipment are in place in the office and staff houses according to Security Equipment and Training Minimum Standard.
- Provide/ organize training to ensure staff are aware of how to use security equipment, especially fire extinguishers and first aid kit.
- Participate in security budget allocation and provide the proposed budget for your assigned office to Senior Emergency Response Coordinator.

Coordination and Security Management Support:

- Cooperate with partnership team to fulfill the requirements of partners support in terms of Safety and Security.
- Assist in reviewing or developing security risk assessments, Contingency Plans and SOPs.
- Assist on security risk assessment of new operational areas and security consideration highlights and recommendation for new IRC programs in new geographic areas.
- Join security coordination meetings if required, and report highlighted points to supervisor.
- Support in organizing safety and security meetings with all staff at least once a month and generate meeting minutes.

Incident Management and Reporting:

- Ensure all incidents and accidents related to IRC are followed up with an official written report, which is then shared with relevant stakeholders internally. Ensure that any incident cases must follow with immediate incident report and post-incident report according to incident reporting SOP.
- Monitor security incidents and update the incident tracker on a daily basis.
- Submit daily security updates via Teams not later than 2 pm.
- Compile and submit incident tracker and Staff movement tracker monthly not later than 10th of the month.
- Security Training and Orientation:
- To ensure Field READI training is received at least 80% of staff in the office each year.
- Provide sharing of SOPs and CPs secessions every month to ensure staff are aware and follow the guidelines.
- Conduct S & S training for partner organizations if there is a demand from the partners.

- Review and update IRC Security briefing and orientation for new hires and visitors.

What should you have?

Education

- Any bachelor's degree.
- Degree in international relations, Law, Political Science, emergency management or related field. And Relevant training or certification in safety, security, crisis management, or risk assessment is an asset (e.g., HEAT, first aid, fire safety).

Competency

- Minimum 2–3 years of relevant work experience in a humanitarian organization, INGO/NGO, or corporate sector with responsibilities in Operations/logistics, Administration, Community liaison, Facility management, or Emergency response.
- Preferably experience with humanitarian organizations, especially those working in field operations or emergency settings.
- Microsoft Skill (WORD, EXCEL, POWERPOINT) and other industry- driven software (Microsoft Team, Outlook and Zoom) are a MUST. Having the skill of generating online reporting tools (POWER BI, GOOGLE SHEET, etc.) and mapping tools will be an added advantage.
- Outstanding observation skills and attention to detail.
- Fluency in Burmese and English.
- Ability to provide security incident report.
- Understanding of the operational and security context in Mandalay and central Myanmar.
- Having skill of data sourcing and data verification from different sources to identify the incidents happening in the field.
- Experience as a trainer; ability to develop, implement, facilitate, and impart learning to a wide range of audiences.
- Having experience of engaging with multiple stakeholders.
- Having Knowledge of state laws and regulations.
- Able to travel IRC field operations sides.
- Strong analytical skills.
- Ability to be flexible around working days including holidays.
- Must be client friendly.

Language Skills:

- Good English skills is required
- Fluent in Burmese

Deadline	Application Link
5pm on Saturday 31st 2025	https://rescue.csod.com/ux/ats/careersite/1/home/requisition/58232?c=rescue
<u>Notes:</u> <ul style="list-style-type: none"> ➤ I Resume/Application is requested to be submitted in Microsoft Word Format. ➤ Please clearly mention the Position and Location you are applying for in the email Subject Line. ➤ IRC is an Equal Opportunity Employer and considers all applicants on the basis of merit without regard to race, sex, color, national origin, sexual orientation, age, marital status, veteran status, or disability. IRC's GEDI, Gender Equality Diversity and Inclusion policy applies to all IRC Staff. ➤ IRC practices zero-tolerance against any abusive action. IRC's Child Safeguarding and Adult Safeguarding Policy applies to all IRC staff. 	

- Candidates are required to declare in advance should there be any relative or family member currently employed in IRC. Failure to do so, he/she will result in the termination of the employment contract even after successfully being selected.
- **IRC regrets to inform you that only short-listed candidates will be contacted.**