



Myanmar Red Cross Society

HR-VA No.140 – EOC 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.

Emergency Operation Center Officer

No. of Post	: 1 post
Report to	: Emergency Operation Manager
Department	: Disaster Management Department
Program/Project	: MDRMM024 – Myanmar Flood 2026
Duty Station	: Naypyitaw/Yangon
Grade	: D-2
Benefits	: Salary + Insurance + Monthly Allowances + Periodic Allowances + Training Communication Charges + 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 : 8-October2026 to 22-October-2026, 16:30 p.m.

Brief Intro About Department or Program: As an auxiliary to the State, MRCS plays an important role in the humanitarian sector, contributing to a wide range of humanitarian efforts, from strengthening community resilience to providing technical expertise and support for the development and implementation of the country's disaster management laws, policies, and strategies. MRCS is committed to delivering humanitarian assistance and services to vulnerable communities and strengthening their capacity to prepare for, respond to, and recover from disasters and other humanitarian challenges.

Purpose of the Position: The **EOC Officer** will support the effective functioning and continuity of the **Myanmar Red Cross Society (MRCS) Emergency Operations Centre (EOC)** during both normal and emergency operations. The position will provide operational, coordination, communication, data and information management support to ensure that the EOC maintains effective systems, processes, and timely information flow for disaster preparedness, emergency response, and operational decision-making.

"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

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The EOC Officer will work within the **Disaster Management Department** and coordinate closely with relevant MRCS departments, State/Regional and Township Red Cross branches, the EOC team, Movement partners, and relevant stakeholders to facilitate timely communication, information sharing, situation monitoring, reporting, and coordination during emergencies. The position will also contribute to maintaining effective EOC procedures, documentation, information management systems, and continuity of operations to support MRCS's timely and coordinated emergency response.

Duties and Responsibilities:

Programme Management and Supporting

1. Support the effective functioning of the MRCS Emergency Operations Center (EOC) in accordance with the approved EOC SOPs, including EOC activation, operation and deactivation procedures.
2. Support the EOC Manager in maintaining and improving EOC systems, processes, tools and working arrangements to ensure continuity and effectiveness of EOC operations.
3. Assist the EOC Manager in planning, organizing and conducting simulation exercises, drills and other preparedness activities in accordance with the EOC SOP.
4. Support the EOC Manager in monitoring ongoing emergencies and emerging risks, and carry out assigned responsibilities related to emergency disaster response operations.
5. Support the collection, consolidation and management of operational information required for effective decision-making during emergencies.

Emergency Preparedness, Staff & RCVs Development and Response

6. Support the development of staff and volunteers involved in disaster management through appropriate training, coaching and capacity-building activities.
7. Assist in organizing and facilitating training for Branch staff and volunteers on emergency preparedness and response systems, including DM policies, humanitarian needs assessment, Emergency Response Teams (ERT), reporting mechanisms and relevant SOPs and guidelines.
8. Participate in and support the coordination of MRCS emergency response operations within Myanmar, as assigned.

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9. Support preparedness activities, contingency planning, simulations, drills and other capacity-building initiatives to strengthen MRCS emergency response readiness.

Information Management, Monitoring and Reporting

10. Monitor and gather information on hazards, weather conditions, early warnings, incidents and emerging disaster risks, and provide timely updates to the EOC Manager and relevant supervisors.
11. Ensure that urgent and verified emergency information is promptly communicated and reported to the appropriate MRCS personnel and relevant stakeholders in accordance with established procedures.
12. Regularly collect, verify, analyse and update disaster-related information during both normal operations and EOC activation periods, with particular attention to changing weather conditions, early warnings and imminent disaster risks.
13. Maintain and regularly update EOC databases, contact lists, situation information and other relevant information management systems, ensuring that information is accurate, accessible and appropriately shared with authorized personnel.
14. Ensure that **3Ws (Who is doing What, Where)** information is updated on a weekly basis during normal operations and on a daily basis during emergency operations, or as required.
15. Prepare and submit monthly progress reports and annual reports to the EOC Manager, covering activities undertaken, achievements, challenges, lessons learned, expenditures and other relevant operational information.
16. Support the preparation of emergency situation reports, operational updates, briefing notes and other information products required by the EOC and senior management.

Response Management Systems and Capacity Strengthening

17. Support the development, review and maintenance of **Response Management Systems (RMS)** and other operational tools to strengthen the capacity of MRCS for effective and efficient disaster response operations.
18. Identify operational gaps and lessons learned from emergency responses and support the EOC Manager in developing recommendations and improvement actions.

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19. Support the continuous improvement of EOC systems, emergency response procedures, information management and coordination mechanisms based on operational experience and lessons learned.

Coordination and Communication

20. Support effective communication and coordination between the EOC, MRCS Headquarters, State/Regional Branches, Township Branches and other relevant stakeholders during emergencies and medium/large-scale events.
21. Maintain effective working relationships and information-sharing mechanisms with State/Regional EOCs, MRCS Branches, RCVs/volunteers and relevant stakeholders.
22. Provide technical and operational support to State/Regional and Township Branches, as required, on Early Warning–Early Action (EWEA), emergency preparedness and disaster response activities.
23. Assist the EOC Manager in strengthening and maintaining Community-Based Early Warning–Early Action (EWEA) systems by collecting, verifying and disseminating early warning and disaster-related information through appropriate communication channels, including telephone, HF/SSB radio, email and approved social media platforms.
24. Support the mobilization, facilitation and coordination of MRCS staff and volunteers in response to emergencies, as required.
25. Assist in organizing EOC meetings, coordination meetings and briefings, including scheduling, preparation of meeting materials, documentation and minutes.

Logistics and Finance Management

26. Support the EOC Manager in identifying and coordinating the logistics requirements of the EOC and emergency response operations, including transportation, communication equipment, office supplies, emergency equipment and other operational resources.
27. Support the planning and timely mobilization of logistical resources required for EOC activation and emergency response operations in coordination with the relevant Logistics/Administration teams.
28. Maintain and regularly update records of EOC and emergency response resources, including vehicles, communication equipment, emergency supplies and other operational assets.

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29. Support the coordination of transportation arrangements for emergency response teams, staff, volunteers and relief items during EOC activation and emergency operations.
30. Assist in coordinating emergency procurement and supply requirements in accordance with MRCS procurement procedures and relevant donor requirements.
31. Support the EOC Manager and relevant departments in monitoring the availability, utilization and replenishment of emergency stocks and supplies.
32. Support the preparation of logistics plans, procurement requests, operational requirements and related documentation during emergency response operations.
33. Assist in monitoring EOC and emergency response operational budgets and expenditures against approved plans and budgets, in coordination with the Finance Department.
34. Maintain and organize financial and supporting documents related to EOC and emergency response activities, including payment requests, invoices, receipts, expenditure records and other required supporting documents.
35. Support the preparation of budget utilization and expenditure updates for EOC and emergency response operations and provide timely information to the EOC Manager and relevant Finance personnel.
36. Ensure that logistics and financial information required for emergency decision-making and reporting is collected, verified, updated and properly documented.
37. Support the EOC Manager in identifying logistics, procurement and financial gaps during emergency operations and facilitate timely coordination with relevant departments.
38. Assist in ensuring that logistics and financial activities are implemented in compliance with MRCS policies, procedures, approved budgets, donor requirements and applicable internal controls.
39. Perform other logistics, administrative and finance-related duties assigned by the EOC Manager in support of emergency preparedness and response operations.

Other Duties

40. Perform other duties and responsibilities related to EOC operations, emergency preparedness and disaster response as assigned by the EOC Manager or relevant supervisor.

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41. Maintain confidentiality and ensure that sensitive operational and beneficiary-related information is handled in accordance with MRCS policies, procedures and information management standards.

Skills, Competencies and Requirements:

- **Must be University Degree Graduated**
- Minimum 2-years' professional experience in related field
- Experience in office administrative and Cash/ Budget control
- Good understanding of office administration and operational procedures related to Disaster Management
- Excellent communication, coordination, and interpersonal skills, with the ability to build and maintain effective working relationships with internal and external stakeholders
- Demonstrated analytical, critical thinking, and problem-solving skills, with the ability to make sound operational decisions in a timely manner
- Proven experience in facilitating meetings, trainings, workshops, and coordination sessions with diverse stakeholders
- Strong skills in planning, organizing, supervising, monitoring, reporting, and effective self-management
- Strong coordination, negotiation, collaboration, and conflict resolution skills in multi-sectoral humanitarian operations
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint, Outlook) and other relevant digital tools for programme management and reporting
- Ability to effectively manage multiple tasks and competing priorities simultaneously while maintaining a high standard of accuracy and meeting tight deadlines
- Ability to work independently and collaboratively within multidisciplinary teams in a fast-paced and dynamic operational environment
- Ability to work effectively under pressure, in challenging and rapidly changing situations, while maintaining professionalism and sound judgement
- Ability to travel frequently to field locations at short notice and work in remote or difficult operational environments when required

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- Demonstrated ability to coordinate multiple programme activities simultaneously, prioritize workloads effectively, and ensure timely delivery of operational outputs
- Ability to adapt quickly to changing operational priorities and emergency contexts while maintaining programme quality and accountability
- Strong commitment to humanitarian principles, accountability, integrity, safeguarding, and the Fundamental Principles of the Red Cross and Red Crescent Movement
- Excellent proficiency in written and spoken Myanmar, with the ability to communicate effectively with colleagues, volunteers, communities, government authorities, and other stakeholders
- Ability to communicate effectively in both written and spoken English is preferred
- Ability to 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**

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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.

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