



Myanmar Red Cross Society

HR-VA No.142 – DM 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.

Disaster Management Officer

No. of Post	: 1 post
Report to	: Response 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 **DM Officer** will be responsible for effectively implementing the Myanmar Red Cross Society (MRCS) Disaster Management and Disaster Response plans, programmes, and objectives. In carrying out these responsibilities, the DM Officer will focus on strengthening and enhancing MRCS's disaster preparedness and response capacities at the national, State/Regional, and township levels.

The DM Officer will work in close coordination and collaboration with relevant departments at **MRCS Headquarters, Township/State/Regional Red Cross branches, the International Federation**

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"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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of Red Cross and Red Crescent Societies (IFRC), the International Committee of the Red Cross (ICRC), other Red Cross and Red Crescent Movement partners, and relevant government departments and authorities to ensure effective coordination and implementation of relevant activities and responsibilities.

Duties and Responsibilities:

Programme Management and Supporting

1. Provide active role to the DM Department in planning, developing, implementing, and reviewing MRCS strategies, plans, programmes, and activities related to disaster preparedness and response at national, State/Regional, and branch levels.
2. Support the development, preparation, and submission of **DREF Emergency Appeals and related emergency response proposals**, in coordination with relevant MRCS departments and Movement partners.
3. Support the DM Department in strengthening the disaster response capacity of MRCS staff and volunteers through appropriate preparedness activities, response planning, training, simulation exercises, and deployment arrangements.
4. Coordinate with the **Emergency Operations Centre (EOC)** on Early Warning and Early Action (EWEA), emergency preparedness, information sharing, and timely response actions during disasters and emergencies.
5. Provide technical and operational support to senior management and the DM Department in strengthening MRCS institutional capacity for disaster management and emergency response.
6. Support the planning, coordination, and implementation of MRCS emergency response operations, including the mobilization and deployment of staff and volunteers, as required.
7. Undertake other duties and responsibilities related to disaster preparedness and emergency response operations as assigned by the Director of Disaster Management or designated supervisor.

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Logistics and Financial Management Support

8. Coordinate with the Logistics Department to support the **management, procurement, transportation, replenishment, and distribution of pre-positioned disaster response stocks**, ensuring that emergency supplies are appropriately maintained and available when required.
9. Coordinate and support the procurement of disaster preparedness and emergency response supplies and services in accordance with MRCS policies, procedures, and applicable donor requirements.
10. Coordinate with the relevant departments, including **Logistics and Finance**, to facilitate procurement processes, payment documentation, budget utilization, and financial clearance related to DM and emergency response activities.
11. Ensure that procurement and financial documentation related to disaster preparedness and emergency response activities is properly prepared, complete, and submitted within the required timelines.
12. Monitor the utilization of budgets allocated for disaster preparedness and response activities and provide relevant updates to the Response Manager and Director of Disaster Management.
13. Support the preparation of financial and operational documentation required for emergency response reporting, donor reporting, audits, and financial clearance processes.

Coordination and Technical Support

14. Establish and maintain effective working relationships with MRCS State/Regional and Township branches, relevant departments at MRCS Headquarters, Movement partners, and other relevant stakeholders to ensure effective coordination of disaster preparedness and response activities.
15. Provide technical and operational support to State/Regional and Township branches on disaster preparedness and response-related matters, as required.

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16. Support branches in the planning, mobilization, facilitation, and coordination of Red Cross volunteers for disaster preparedness, emergency response, and related programmes.
17. Coordinate with relevant government departments, authorities, and humanitarian partners, as appropriate, to facilitate effective disaster response and emergency operations.

Staff and Volunteer Capacity Development

18. Support the development of human resources involved in disaster management through appropriate training, coaching, mentoring, and capacity-building activities.
19. Coordinate and facilitate appropriate training for MRCS branch staff and volunteers to strengthen and maintain effective systems, structures, procedures, and mechanisms for emergency preparedness and response.
20. Support the development and dissemination of relevant disaster management tools, guidelines, procedures, and systems, including **DM policies, humanitarian needs assessment guidelines, emergency response mechanisms, reporting procedures, and Emergency Response Team (ERT) systems.**
21. Participate in and support MRCS emergency response operations and deployments across the country, as required.

Monitoring, Evaluation, Reporting and Information Management

22. Prepare and submit regular **monthly, quarterly, and annual reports** to the Director of Disaster Management, covering progress, key activities, achievements, challenges, expenditure, and financial status.
23. Ensure timely reporting and dissemination of critical emergency information to the Response Manager, DM Coordinator, Director of Disaster Management, and other relevant personnel when a disaster or emergency occurs.
24. Support the development and maintenance of an appropriate **Response Management System (RMS)** to strengthen MRCS disaster preparedness and response capacity and to facilitate effective and efficient emergency response operations.

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25. Regularly monitor the status, availability, and movement of disaster pre-positioned stocks in coordination with the Logistics Department and Warehouse, and provide timely updates and reports to the Response Manager.
26. Regularly monitor and consolidate disaster response reports, beneficiary/assistance data, and distribution information received from State/Regional and Township branches, and provide timely updates to the Response Manager and relevant management.
27. Support the collection, verification, consolidation, analysis, and proper management of disaster response data and information for operational decision-making, reporting, and lessons learned.

Other Responsibilities

28. Perform any other relevant duties and responsibilities assigned by the Director of Disaster Management or designated supervisor in support of MRCS disaster preparedness, response, and recovery operations.

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

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- 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
- 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**

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- 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.

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