



# Myanmar Red Cross Society

HR-HQ VA No. 053 – Flood Operation 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.

## Flood Operation Manager

- No. of Post : 1 Post
- Report to : Director
- Department : Disaster Management Department
- Program/Project : MRCS – Flood Operation
- 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 : 11-March-2025 to 25-March-2025, 16:30 p.m.**

### Organizational context

Red Cross as auxiliary to the government has been providing significant contribution into a wider humanitarian field starting from building resilience at community level to contributing technical inputs to the Country’s Disaster Management law, policies, and strategies.

### Background

The monsoon flooding in Myanmar, which began in late June 2024, has escalated into one of the most severe humanitarian crises in recent years. Triggered by continuous heavy rainfall, the situation worsened significantly in September due to the remnants of Typhoon Yagi, which brought additional rains and exacerbated the already critical flooding conditions. The flooding has affected hundreds of thousands of people, causing widespread displacement, destruction of infrastructure, and a significant loss of livelihoods.

The Myanmar Red Cross Society (MRCS) response plan aims to support 30,000 households in the most affected regions, including Yangon, Ayeyarwady, Mon, Kayin, Tanintharyi, Naypyitaw, Mandalay, Bago, Southern Shan, Eastern Shan, and Kayah. The plan prioritizes life-saving interventions in key sectors such as shelter, health, water, sanitation, and hygiene (WASH), while also addressing long-term recovery through cash assistance, livelihoods restoration, and disaster risk reduction (DRR) initiatives. By integrating DRR efforts, MRCS aims to strengthen community resilience, ensuring preparedness for future disasters.

**"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-IFRC EA/Flood Operation Manager for NayPyiTaw/Yangon/Disaster Management Department (11/3/2025)*



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## Job purpose

The **Flood Operation Manager** position will be reporting to the Director of Disaster Management Department in the Myanmar Red Cross Society, the Operations Manager provides technical leadership to ensure the optimal coordination and direct management of resources required for the effective and efficient implementation of MRCS Emergency Operations and coordinating with the Movement Partners.

## Job 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.
7. Carries out dissemination and promotion related to the DM activities.
8. 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.
9. Assist to Director in developing of new project proposal at country level or international level.
10. Ensures a good communication flow within the inter-departmental and with other departments.
11. Accesses programme performances including utilization of resources and achievement of planned target.
12. Manage the Cash Transfer Programme and Response Framework to be in line with the Society's Strategic goals.
13. Build Disaster response capacity for MRCS staff and Volunteers to response in Emergency times.
14. Strengthening Emergency Operation Centre capacity, coordination, management, and equipment.
15. Liaison with Logistics Department to manage, procure, transport and distribute Disaster Preposition stock.

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16. 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.
17. Assist to senior management team to improve and build the institutional capacity for Disaster Management.
18. 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

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

#### Financial Management

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

#### Staff Management

29. Responsible for staff management, and maintain team spirit.
30. Administrate the staff according to MRCS policies and regulations.
31. Prepare staff job description in detail manner, and participate in recruitment of the operation staff.
32. Analyse the training needs of staff and implement capacity building programme in coordination with human resources department.
33. Ensures that all staff members are treated equally and transparently.

#### Coordination

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

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## General

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

## Skills, Competencies and Requirements

- Must be University degree graduate, or equivalent qualifying experience, in relevant area.
- Master in development studies is preferable.
- Minimum 4 years' experience in disaster management experience, including managing staff.
- Experience in Financial Management Cash/ Budget control.
- Field experience in coordinating and managing disaster and crisis management projects and activities.
- Experience in project cycle management including proposal development, budgeting and reporting, monitoring and evaluation.
- Good understanding of Disaster Management (Response).
- Strong organization, leadership skill and Problem-solving methodology, Reporting skills, analytical and excellent interpersonal skills.
- Good mentoring and capacity development skills.
- Well-developed computer skill (MS Office Package).
- Ability to travel anywhere at short notice.
- Ability to work well in a team and dealt with stressful situations.
- Effective English language skill.
- 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/ 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: [mrsshrrcruitment@redcross.org.mm](mailto:mrsshrrcruitment@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](http://www.redcross.org.mm)

**Only short-listed candidates will be contacted for a personal interview.**

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