



Myanmar Red Cross Society

4HR-HQ VA No. 072 – Assistant Emergency Operation Centre (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.

Assistant Emergency Operation Centre (EOC) Officer

- No. of Post** : 1 Post
- Report to** : EOC Officer
- Department** : Disaster Management Department
- Program/Project** : DRM and Anticipation In Fragile Contexts In Myanmar Project
- Duty Station** : NayPyiTaw/Yangon
- Grade** : D-1
- 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 : 20-June-2024 to 4-July- 2024, 16:30

Background of the project

MRCS is going to start a project called “**DRM and Anticipation in Fragile Contexts in Myanmar Project**” with the support of German Red Cross/Finnish Red Cross (GRC/FRC). The project aims to increase MRCS HQ and branches capacities on DRM, DRR and Anticipation in risk areas to effectively help communities to prepare, mitigate, anticipate, resist, response and recover themselves and their livelihoods from natural disasters or another type of crisis situation, and the communities have improved access to and understanding of risk information to inform their decisions ahead of high-risk events. Mandalay is one of the branches selected for this project.

Purpose of the Position

The **Assistant Emergency Operation Centre (EOC) Officer** will support Emergency Operation Centre (EOC) (Normal/Emergency) Operations in both support functions and data and information management. The **Assistant Emergency Operation Centre Officer (Assistant EOC Officer)** will work at the Emergency Operation Centre (EOC) within the Disaster Management Department to ensure

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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

MRCS-GRC/Assistant EOC Officer for NayPyiTaw/Yangon/DM Department (20/6/2024)



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strong Emergency Operation Centre (EOC) processes and continuity of operations in coordination, communication with Township/ State/ Regional in carrying out responsibilities.

Duties and Responsibilities

Programme Management and Supporting

1. Provide active role to the Emergency Operation Centre (EOC) processes per the Standard Operation Procedure (SOP), including Emergency Operation Centre (EOC) activation /deactivation and office development activities.
2. Assist Emergency Operation Centre Manager / DM Coordinator in designing and executing simulation exercises per the Emergency Operation Centre Standard Operation Procedures (EOC SOP).
3. Take responsibilities assigned by Emergency Operation Centre officer/ EOC Manager regarding emergency disaster response operations.

Staff Development, Participation and Supervision

4. Support the development of the Human Resources involved with disaster management, through staff and volunteer training.
5. Organize appropriate training for branch staff and volunteers to develop and maintain proper mechanisms, organization, management, structures and systems for managing emergencies. (e.g., Disaster Management Policy, Humanitarian Needs Assessment Guidelines, reporting mechanisms, ERT etc.)
6. Participate and coordinate Myanmar Red Cross Society emergency response operations country.

Monitoring, Evaluation and Reporting

7. Submit monthly progress report and annual report including activities, work done, challenges, expenses and financial situation to DM Coordinator and Emergency Operation Centre Manager (EOC Manager).
8. When emergency occur, need to report urgently to respective people.
9. Report regularly after regular monitor, gathering, analysing and update the information

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based on weather changes and imminent disaster, which should be on-going in an activation period.

10. Ensure databases are kept up-to-date and made accessible to relevant parties; the 3W data should be updated weekly in normal times and daily during an emergency.
11. Develop Risk Management Solutions (RMS) for Disaster Management (DM) Capacity of Myanmar Red Cross Society in terms of effective & efficient Response Operation in Disaster.

Financial Management

12. Prepare annual and quarterly budget together with detail break down and be responsible for working advance validation and claim in time.

General

13. Ensure the correct use, maintenance and storage of all equipment and assets in the Headquarter, States and Regions Emergency Operation Centres (EOC) per the Standard Operation Procedures (SOPs), including keeping an updated assets list, ensuring equipment is functioning properly, and assets when needed and answer/reply to Emergency Operation Centre (EOC) phone calls and faxes.
14. Other work-related duties and responsibilities as may be assigned by the supervisor.
15. Support communications at the branch level during large events or incidents and ensure effective working relationships with Other State/Regional EOCs assign RCVs and Branch Stake holder.
16. Provide direct technical assistance, as required, to States/ Regional and Township branches on specific issues related to Early Warning-Early Action (EWEA) and Disaster Response support the process of mobilizing, facilitating, and coordinating volunteers.
17. Assist Emergency Operation Centre Manager (EOC Manager) in strengthening Community Based Early Warning-Early Action (EWEA) Systems by sharing information through a variety of channels, such as phone, fax, HF_SSB radio and social media including Emergency Operation Centre (EOC) Facebook page and groups.

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18. Assist to Emergency Operation Centre (EOC) meetings, ETF and ORT meetings including scheduling and taking minutes.
19. Perform any other related task as assigned by the direct supervisor and the department.

Skills, Competencies and Requirements

- **Must be University graduated**
- Minimum two years' experience in related field
- Experience in Cash/ Budget control
- Strong organization, leadership skill and excellent interpersonal skill
- Facilitation Skills, Effective Communication and Negotiation Skill
- Report Writing Skills with ability to meet deadlines
- Proven computer skills (MS word, Excel, Power Point) in both Myanmar and English language
- Excellent command of English and Myanmar especially in translating, including written, spoken and typing
- Good understanding of Disaster Management (Response)
- Ability to work well in a team and dealt with stressful situations
- Understanding of commitment and willingness to actively promote the Red Cross/ Red Crescent Fundamental Principles
- Ability to follow Red Cross (7) fundamental principles, MRCS policy, strategies and guidelines
- Experience of working for the Red Cross/Red 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: mrcshrrecruitment@redcross.org.mm (or)

Branch Office:

**Myanmar Red Cross Society
No. 42, Red Cross Building, Strand Road,
Botahtaung Township, Yangon. (or)**

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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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