



# Myanmar Red Cross Society



## Vacancy Announcement

<b>Position Title</b>	: <b>Community Based Disaster Risk Reduction Training Officer</b>
<b>No. of Post</b>	: One Post
<b>Report to</b>	: Disaster Risk Reduction Field Coordinator
<b>Place of Assignment</b>	: MRCS Head Quarter (Nay Pyi Taw)
<b>Appointment</b>	: Initial three months probation contract with extension as subject to performance appraisal

The Myanmar Red Cross Society (**MRCS**), working jointly with the French Red Cross (**FRC**) and the Canadian Red Cross (**CRC**) in Myanmar, is seeking applications from dynamic and highly motivated individuals to immediately fill up the following positions as part of its MRCS Disaster Risk Reduction Unit.

### Program background

The MRCS DRR Program supported by FRC and CRC, started from January 2009 for a 5 years period, intends to increase the resilience of communities who are living in disaster prone areas of the Coastal States/ Region of Myanmar.

The main objectives of this program are focussing on the strengthening of MRCS Branches and the improvement of vulnerable communities and schools towards disasters. In order to achieve these objectives, different activities are carried out: community risk assessment, risk awareness, mitigation works, risk education & knowledge, emergency preparedness of communities as well as a strong capacity building process towards MRCS township branches and volunteers.

### Purpose of this position:

The MRCS DRR Unit Community Based Disaster Risk Reduction (CBDRR) Training Officer will be in charge for all CBDRR aspects of the DRR Unit field team. He/she has to ensure that the DRR Program is properly implemented in the Communities according to activities planning, budget forecasting, expecting results.

The MRCS DRR Unit CBDRR Training Officer will work under the supervision of the MRCS DRR Unit Field Coordinator (FC) based in the Field. He/she will be accountable to MRCS DM HoD, Dy DM HoD, DRR Unit PC and DRR Unit FC.



## **Main Responsibilities**

### ***Disaster Risk Assessment Components:***

- Undertake natural disaster multi-hazards risk mapping in Myanmar with annual regular review, according to new risks.
- Undertake natural disaster multi-hazards risk mapping at region/state level (firstly on all coastal areas).
- Capitalize all documents and data collected related to natural disaster hazards and risk mapping for all region/ states, townships and villages related to MRCS DRR activities.
- Define relevant criteria for the selection of the most disasters prone townships.
- Use, adapt, create, test and modify any tools, guidelines or training curriculum needed by the DRR field team to implement participatory Community Disaster Risk Assessment & Community Disaster Risk Reduction plan:
  - Natural Hazards assessment.
  - Vulnerability and capacity assessment.
  - Household preparedness assessment.
  - Selection criteria, role and responsibilities of VDMC members (including RCV).
  - Participatory Community Disaster Risk Reduction plan.
  - Etc.
- Ensure the link between others MRCS Community Risk Assessment initiatives and the ongoing DRR coastal program.

### ***Community Based Disaster Preparedness components:***

- Mobilization of specific community member groups, on volunteering basis, according to the preparedness activities defined in the Community Disaster Risk Reduction plan.
- Train the RCVs and community members to organize and follow the implementation of the CBDRR actions / activities / initiatives :
- Provide awareness regarding disaster preparedness, mitigation and response to VDMC, RCVS and community members (including most vulnerable households).
- Train the Village Disaster Management Committee (VDMC) and RCVs to prepare, mitigate and respond to Disasters in their communities (including organizing awareness sessions).
- Train the Village Disaster Management Committee (VDMC) and RCVs to write regular DRR report progress including challenges and suggestions for solutions.
- Ensure the coherence and technical exchanges between other MRCS Community Based Disaster Preparedness initiatives and this ongoing DRR coastal program.
- Test and give suggestions for improvement of any tools, guidelines or training curriculum which have been developed by MRCS on Community Based Disaster Preparedness.

### ***Other components:***

- Select RCVs according to their profile, background and availability of time to support the DRR action in the township. Analyze the needs of any training for RCVs related to the implementation and the sustainability of activities. Organize, with RCVs, adequate trainings sessions (such as Basic First Aid) to targeted specific community member groups & community members, using as much as possible the "Learning by doing" approach.
- Ensure good implementation of the project designed in the communities.



- Ensure that the specific needs of the most vulnerable person (children, women, elderly, disabled person, etc.) will be taken in consideration in all community activities.
- Prepare and provide to the DRR Field Coordinator regular activities and monitoring & evaluation reports (including a monthly reports on activities carried out).
- Prepare bi-monthly objectives and activities planning for its position and submit timely funds requests according to the planning.
- Organize and facilitate meetings, workshop and training as required, in English or Myanmar languages.
- Develop good partner relationships with all Myanmar Red Cross society staff and volunteers, relevant government authorities, international organizations and nongovernmental organizations according to the projects activities and areas concerned.
- All others tasks related to this position.
- All responsibilities should be carried out in line with Red Cross and Red Crescent movement principles.

### **Hierarchy and Functional links**

Working under the authority of the DRR Unit Field Coordinator, the DRR Unit CBDRR Training Officer will support the implementation of community-based DRR activities in the communities through ensuring the information and communication flow within and outside MRCS channels. He/she will support continuously the RCVs in building capacities of local branches and strengthening community resilience towards natural disaster.

### **Knowledge, skills and experiences required for this position:**

- University degree holder as a minimum requirement.
- 3 years experience in technical activities such as community based activities, DRR, community preparedness, etc.
- Computer literate in MS Office pack.
- Strong reporting skills (activities report in Myanmar and English language).
- Intermediate English languages skills (written and oral )
- Previous experience in humanitarian activities.
- Community participative based approach experiences.
- Strong practical Training and facilitation skills.
- Experiences in “learning by doing” approach.
- Problem solving & creativity skills.
- Strong organizational & communication skills.
- Monitoring and evaluation skills and experience.
- Translation skills (Myanmar & English).
- Budget management skills and experience.
- Interest in sharing professional skill as well as learning from others
- Knowledge of Red Cross Movement.



### **Working Hours**

- According to the DRR Program regulations (Agreement between MRCS and FRC).
- Flexibility in working schedule may be required, according to program needs and fixed timeframe.
- Flexibility regarding high level of travel and time spent in the field.

Interested persons should submit: a letter of application, relevant documents and CV, Copy of Recommendation letter from Township Police Station, Copy of Labor Registration Card, Copy of Good Health Certificate from Township Health Centre and one passport photo (Cover letter and CV documents only need to be sent via e-mail to **U Khin Maung Hla, Executive Director, Myanmar Red Cross Society, Nay Pyi Taw** [mrcshrrecruitment@gmail.com](mailto:mrcshrrecruitment@gmail.com) )before **8<sup>th</sup> August 2012, 4:30 PM.** **Only short listed candidates will be contacted for a personal interview.**

**U Khin Maung Hla**  
**Executive Director**