



## PALAU RED CROSS SOCIETY

P.O. Box 6043 Koror, Republic of Palau 96940

Tel | +(680) 488-5780 / 5781 Fax | +(680) 488-4540

Email | [info@palauredcross.org](mailto:info@palauredcross.org) Website | [www.palauredcross.org](http://www.palauredcross.org)

Facebook | [www.facebook.com/palauredcross/](https://www.facebook.com/palauredcross/)

### VACANCY ANNOUNCEMENT

**Opening date: January 4, 2021**

**Closing date: January 22, 2021**

Position	Assistant Disaster Management Officer
Location :	Palau Red Cross Office, Koror
Salary:	\$14,000.00 per annum
Reports to:	Disaster Management Officer/Coordinator
Supervises:	Volunteers
Purpose :	The Assistant Disaster Management Officer (ADMO) will assist the Disaster Management Officer in all the duties and responsibilities under the Disaster Management Unit.
<b>KEY RESPONSIBILITIES</b>	
<ul style="list-style-type: none"><li>• Train under the Disaster Management Officer/Coordinator</li><li>• Assist the DMO in the implementation of the PRCS Disaster Management Plan and all related strategies and action plans.</li><li>• Assist the DMO in recruitment, training, and management of volunteers for DM Program</li><li>• Assist the DMO in the inventory and maintenance of the disaster relief supplies</li><li>• Assist the DMO in implementing and disseminating DM Unit's information, education, communication and reporting</li><li>• Participate in relevant trainings and workshops</li><li>• Perform other duties as assigned by Supervisor</li></ul>	
<b>KEY SELECTION CRITERIA</b>	
<ul style="list-style-type: none"><li>➤ Associate degree</li><li>➤ At least one year of PRCS volunteer experience or related work experience</li><li>➤ Community engagement or experience is preferred</li><li>➤ Fluent in English and Palauan languages (oral and written)</li><li>➤ Computer literate</li></ul>	

*A Palau Red Cross a "Bedud er a Dmolech" el mo er a rokui el chad el kiei er a Belau.*