



## PALAU RED CROSS SOCIETY

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### VACANCY ANNOUNCEMENT

**Opening date: January 4, 2021**

**Closing date: January 22, 2021**

Position	Disaster Management Coordinator
Location :	Palau Red Cross Office, Koror
Salary:	\$18,000 per annum
Reports to:	Executive Director
Supervises:	Disaster Management Officer (DMO), Assistant DMO, Volunteers
Purpose :	The Disaster Management Coordinator (DMC) is the lead staff member in implementing the policies and directives of the PRCS National Disaster Management Unit. Develop Palau Red Cross role as auxiliary to the government.
<b>KEY RESPONSIBILITIES</b>	
<ul style="list-style-type: none"><li>• Responsible for coordination and management of disaster preparedness and response of the PRCS, under the overall guidance of the Executive Director</li><li>• Responsible for development of PRCS auxiliary role to relevant partners</li><li>• Responsible for the implementation of the PRCS Disaster Management Plan, Annual Plan and Budget, and all related strategies and action plans.</li><li>• Responsible for the recruitment, training, and management of volunteers for DM Program</li><li>• Responsible for the inventory and maintenance of the disaster relief supplies</li><li>• Responsible for management of the DM Unit budget in collaboration with the Finance Manager and the Executive Director</li><li>• Responsible for all DM Unit's information, education, communication and reporting</li><li>• Represent PRCS in related meetings 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>➤ Preferably Bachelor's degree + one-year work related experience OR Associate degree + five-year work related experience including at least one-year in project management</li><li>➤ Demonstrated proficiency in organization, coordination and communication with communities</li><li>➤ Fluent in English and Palauan languages (oral and written)</li><li>➤ Proficient in Microsoft Office applications</li></ul>	

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