PALAU RED CROSS SOCIETY

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VACANCY ANNOUNCEMENT

Opening date: April 29, 2021
Closing date: May 18, 2021

Position	**Disaster Management Officer**
Location :	Palau Red Cross National Office, Koror
Salary:	$15,017.60 per annum
Reports to:	Executive Director
Supervises:	Volunteers
Purpose :	The Disaster Management Officer (DMO) is the lead staff member in implementing the policies and directives of the PRCS National Disaster Management Program. The DMO oversees the day to day DM activities of the office, including but not limited to management of volunteers, fiscal and physical resources of the DM Program, and PRCS' disaster response.

KEY RESPONSBILITIES

- Responsible for management of all disaster preparedness and response of the Palau Red Cross Society (PRCS), under the overall guidance of the Executive Director.
- Responsible for the implementation of the PRCS Disaster Management Plan and all related strategies and action plans.
- Responsible for the recruitment, training, and management of volunteers for DM Program.
- Responsible for the inventory and maintenance of the disaster relief supplies.
- Responsible for financial management of DM Program budget.
- Responsible for all DM Program's information, education, communication and reporting.
- Perform other duties as assigned by Supervisor.

KEY SELECTION CRITERIA

- Bachelor degree in related field OR Associate degree in related field plus one (1) year relevant work experience.
- Demonstrated proficiency in organization, coordination and communication skills.
- Fluent in English and Palauan languages (written and oral).
- Proficient in Microsoft Office Applications.

A Palau Red Cross a "Bedud ra Tmolch" el mora ngidil chad/rokui el chad el kiei er Belau.