



PALAU RED CROSS SOCIETY

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VACANCY ANNOUNCEMENT

Opening date: October 18, 2021

Closing date: Open Until Filled

Position	Disaster Management Coordinator
Location :	Palau Red Cross Society Office, Koror
Salary:	\$15,740.00 to \$21,264.00 depending on qualifications
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 Disaster Risk Management Unit. The DMC also develops Palau Red Cross Society's role in Disaster Management as auxiliary to the government.
KEY RESPONSIBILITIES	
<ul style="list-style-type: none">• Responsible for the planning and coordination of Disaster Risk Management, including but not limited to Disaster Risk Reduction, Disaster Response and Single Incident Emergency, under the overall guidance of the Executive Director• Responsible for the improvement and enhancement of PRCS auxiliary role to the government and relevant partners• Responsible for the implementation of the PRCS Disaster Management Plan• Responsible for development of the Disaster Risk Management section of the annual PRCS Plan and Budget• Responsible for the inventory and maintenance of the PRCS Storage Warehouse• Responsible for management of the DM Unit budget in collaboration with the Finance Manager and the Executive Director• Responsible for all DM Unit's information, education, communication and reporting• Represent PRCS in related meetings and workshops• Perform other duties as assigned by the Executive Director	
KEY SELECTION CRITERIA	
<ul style="list-style-type: none">• 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• Demonstrated proficiency in organization, coordination and communication with communities• Ability to prioritize, meet deadlines, and multitask when needed• Fluent in English and Palauan languages (oral and written)• Proficient in Microsoft Office applications• Background in Emergency Services or Law Enforcement a plus	

Applications may be picked up at PRCS Office at Old OEK Bldg. in Koror or downloaded at <https://palauredcross.org>.

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