



**International Federation of Red  
Cross and Red Crescent Societies**

No.16/2, Gregory's Road  
Colombo 7, Sri Lanka  
Tel: +94(11) 4528698 Fax: +94(11) 2682672



**Notice of Vacancy- American Red Cross, Tsunami Recovery  
Program**

**Title:** Deputy Country Manager - Disaster Preparedness Program (DP)

**Key Responsibilities:**

1. Assist the DP Delegate in managing all aspects of the DP program including strategic planning, implementation, monitoring, and budgeting.
2. Assist the DP Delegate in overall administration of the program, including ensuring compliance with Red Cross and local policies, procedures and regulations.
3. Ensure timely and appropriate coordination between personnel in the American Red Cross delegation and SLRCS, Federation and PNSs.
4. Support the DP team to determine and monitor the needs and capacities of the affected population and design or adapt program plans as appropriate.
5. Conduct regular monitoring visits and ensure that quality impact monitoring and evaluation is conducted in accordance with the logical framework and the monitoring and evaluation plan.
6. Provide management support to the DP Technical Advisors in planning and overseeing the training components of the program.
7. Assist the DP Delegate and finance / administration staff to prepare cash forecasts on a monthly basis for planned activities in coordination with branches.

**Qualifications and experience required:**

- Masters Degree in disaster management, business management, public administration, international studies, social work or related discipline.
- 5-10 years professional experience with an international development or humanitarian aid organization.
- 4 years experience exercising management level responsibility.
- Expertise in Community Based Disaster Management, Multi-hazard planning, Disaster Response and Relief.
- Excellent written and verbal communication skills in English and Sinhala (Tamil an advantage).
- Training and facilitation skills.

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Interested candidates should submit their Curriculum Vitae and cover letter (with salary history and references) to the following address:

Administration and Operations Manager  
International Federation of Red Cross and Red Crescent Societies  
American Red Cross Programs

62, Green Path  
Colombo 03

[jobs@amcrossasia.org](mailto:jobs@amcrossasia.org) (email submissions preferred)

The last date for receiving applications will be Jan 04<sup>th</sup>, 2008. Only short listed candidates will be notified.