RDC Manager

The RDC Manager oversees the activities of the Reception Departure Centre (RDC) at the point of entry (airport, seaport or land border) to an affected country. This position is focused on ensuring efficient operations at the RDC, in support of and in collaboration with the local authorities.

**Responsibilities:**

* Assign staff to positions within the RDC.
* Develop an RDC organizational chart and staffing plan.
* Anticipate the need for and request additional RDC staff.
* Prioritize and allocate tasks for RDC staff.
* Conduct internal meetings and briefings.
* Provide leadership, advice and guidance to RDC staff.
* Establish and maintain regular communication with the OSOCC.
* Provide regular reports to the OSOCC per the established reporting cycle.
* Address emerging issues to facilitate an efficient RDC.
* Establish liaison with the local officials including the LEMA, port authorities and military as appropriate.
* Conduct coordination meetings with LEMA/port authorities and other organizations as appropriate.
* Oversee the establishment and operation of the RDC.
* Develop and execute an RDC transition and/or demobilization plan.

**Reports to:**

OSOCC Operations Coordinator

**Staffing:**

The role of the RDC Manager is usually performed a member of an UNDAC team, USAR team or FMT.