

Vacancy Announcement

The Danish Refugee Council (DRC) is one of the world's leading humanitarian NGOs founded in Denmark in 1956. DRC has provided humanitarian assistance to people in need in Myanmar since 2009. DRC is currently engaged in humanitarian response in Rakhine, Kachin, and Northern Shan. In 2012, waves of inter-communal violence swept through Rakhine, forcing approximately 140,000 persons to flee their homes and take refuge in IDP camps spread across the state. DRC activities target these IDPs, as well as other local vulnerable populations such as host villages and isolated villages. DRC implements a multi-sector response, including Camp Management, GBV, Child Protection, General Protection, Economic Recovery, Emergency Response and WASH activities. To support and strengthen the DRC programme in Myanmar we are looking for highly motivated and capable candidates to fill the position of

Economic Recovery Assistant-Livelihoods Assistant (1 Post)

Duty Station : Lashio Office, Northern Shan State
Report to : Economic Recovery Team Leader (Lashio Base)
Direct reports : No direct reports

Overall purpose of the role:

- Provides administrative or technical support within the sector area.
- In collaboration with the livelihood team develop yearly livelihood plan and monthly plan.
- Assist the sector officer in ensuring the quality of the planning, implementation, and follow-up of sector activities.
- Conduct field visits to IDP communities to identify livelihood needs.
- Organize and deliver training for community members/groups in nutrition and WASH promotion, agriculture training, income generation, and small business development and identify Community volunteers and classification training curriculum close dialogue with relevant communities/stakeholders (GCA/ NGCA).
- Collaboration with the protection and HDP teams for the livelihood referral.
- Monitoring DRC Livelihood activity implementation and referring challenges to the line manager.

Geographic scope: Area (Northern Shan State)

This role has an area focus and ensures compliance with DRC procedures and guidelines within the area. The role contributes to the development of area strategies, which are translated into action plans and day-to-day tasks. The role provides support and/or technical guidance to base operations.

Main responsibilities

Administrative and technical support

- Mobilize project target communities to implement the project activities.
- Assist the technical specialist and team leader in implementing, and officer the project activities.
- Work closely with village/camp leaders and project volunteers.
- Carry out basic tasks within the sector area (e.g. data collection, beneficiary training, monitoring, and follow-up)
- Follow the given work plans and guidelines.
- Undertake livelihood activities ensuring that activities conducted follow DRC standards and guidelines.
- Collaboration with the protection and HDP teams for the livelihood referral.

* Perform any other relevant tasks as requested by Line Manager and / or Area Manager

Documenting and Reporting

- Keep accurate data records, livelihood documents/forms used (Grant business plan collected, monitoring forms, list of participants to the training etc) in soft copy and hard copies and ensure to timely.
- Provide data for reporting to the line manager and verbal and if needed written reports –after implementation; (on all activities and all trips)
- Share information and regular updates on livelihood programs during the weekly meetings, coordination meetings, and other relevant meetings.
- Keep regularly informed livelihood team leader/ coordinator on the activities and problems faced during the implementations.

Experience and technical competencies:

- Minimum 1 year of relevant work experience.
- Prefer working experience in facilitating the communities on agriculture (eg. Home gardening), working together with volunteers, Cash supporting, and small business activities.
- Familiarity with the project's targeted areas
- Kachin, Shan, and Ta'ang language skills to communicate with the communities.
- Moderate Computer and IT skills, and basic English skills
- Experience with following standard procedures and guidelines.

Education: (include certificates, licenses, etc.)

- Diploma or equivalent professional qualification

Languages: (indicate fluency level)

- Fluency in local language i.e. Burmese and Kachin, Shan and Ta'ang.

Key stakeholders: (internal and external)

- Village leaders and Camp Management Committee (CMC) from GCA, NGCA.
- Conflict-affected communities
- Protection and HDP team referrals
- Other livelihood actors in Northern Shan State
- Agro businesses in Northern Shan state, including input suppliers and buyers.

All DRC roles require the post-holder to master DRC's core competencies:

- Striving for excellence: Focusing on reaching results while ensuring efficient processes.
- Collaborating: Involving relevant parties and encouraging feedback.
- Taking the lead: Taking ownership and initiative while aiming for innovation.
- Communicating: Listening and speaking effectively and honestly.
- Demonstrating integrity: Upholding and promoting the highest standards of ethical and professional conduct in relation to DRC's values and Code of Conduct, including safeguarding against sexual exploitation, abuse and harassment. "

We Offer:

- Starting date of employment: **ASAP.**
- Contract length: DRC's regular contract including a probation period of 3 months. Renewables depend on both funding and performance.
- Salary: Competitive salary according to DRC Myanmar salary scale.

This position is open for Myanmar National only. DRC strongly advocates for equal opportunity and promotes a diversified and inspiring working environment. Therefore, qualified candidates of ethnic minorities and women are strongly encouraged to apply.

Application process:

Applicants who meet the above-mentioned requirements should apply by submitting their applications **in English** (consisting of Cover Letter and CV of no more than 4 pages, including contact details of 3 professional references) by e-mail:

- CV should be sent to: mmr.recruitment@drc.ngo and Cc: san.may@drc.ngo
- Please mention in the Subject of your E-mail the job title: **ERA-LA (1 post/LSH)**. **CVs submitted without mentioning Job Title will not be considered.**
- Only shortlisted applicant will be contacted for a written test in English and/or an interview.
- After closing date, applications are not to be considered. **Please note that due to the urgency of this position, applications will be reviewed on an on-going basis and DRC reserves the right to initiate the recruitment process before the deadline for applications.**

Deadline for submission of applications: 09-May-2024 (5PM/COB)

Applications can also be sent to:

1. No 6 (C), Myowan Lane-1, Ward -10, Lashio, NSS. Office Ph: 082 2202541
2. No. NaSa/293, Ahraindamar street, Naung Sant Ward, Namkham Township, NSS.