Vacancy Announcement

The Danish Refugee Council (DRC) / Danish Demining Group (DDG) are an international humanitarian organization implementing relief and development activities in more than 30 countries. DRC/DDG is a non-governmental, non-political and non-religious organization and, in DRC/DDG, people’s right to a life with dignity is central to all that we do. DRC/DDG has been operating in Myanmar since 2009, responding to humanitarian needs of Internally Displaced Persons (IDPs) and conflict-affected populations by providing shelter, NFIs, livelihood support, humanitarian mine action and community assistance. The DRC / DDG programme is rooted in a strong protection outreach that includes protection monitoring, tailor-made assistance and programmatic integration through humanitarian mine action (HMA) including provision of Mine Risk Education (MRE) and Non-Technical Survey (NTS) in the most contaminated and conflict-prone areas of Myanmar.

To support and strengthen the DRC / DDG programme in Myanmar we are looking for highly motivated and capable candidates to fill the position of

**Protection Assistant-Case Management (2 posts)**

**Duty Station** : Bhamo Office, Kachin State (with field travel within Kachin)

**Report to** : Protection Team Leader – Case Management

**Direct reports** : No direct reports

**Overall purpose of the role:**

Provide technical case management support within protection area. Assist the Team Leader - Protection in ensuring quality of the planning, implementation and follow up of protection activities.

**Sector responsibilities:** Advocacy for the rights of displaced people in their context of displacement, case management, community-based protection activities, monitoring of rights and rights awareness-raising.

**Geographic scope: Area (BMO, Kachin)**

This role has an area focus and ensures compliance to 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.

**RESPONSIBILITIES**

**Technical**

- Provide individual support to IDP targeted population, following Case Management steps
- Identification and registration of IDP community members in need of case management support
- Ensuring every action is taken in consultation with person of concern and with his/her consent.
- Conduct a comprehensive assessment, focusing on strength of the person of concern and taking into account threats and vulnerabilities.
- Draft case plan in consultation with Case Management Team Leader
- Assess the needs for case support, respecting DRC criteria.
- Provide psychosocial support and lay counseling to persons in emotional distress, social isolations.
- Make referrals to specialized service providers using updated service mapping.
- Maintain regular contact with case management beneficiaries, follow up on case plan implementation.
- Complete the case management process and close the case.
- Provide case management support following DRC standard procedure and protection principles.
- Visit IDP sites and field location.
- Carry out basic tasks within protection sector area (e.g. data collection)

**Implementation**

- Follow given work plans and guidelines which include a combination of office work and field visits.
Administrative

- Fill in the appropriate forms and ensure accurate documentation and data records.

Demonstrating integrity

- Ensure compliance with DRC/DDG guidelines and policies on HR, admin, finance, and logistics.
- Ensure adherence to DRC/DDG’s national staff policy guidelines.
- Perform any other relevant tasks as requested by the Line manager of the Protection Team Leader and Protection Manager
- 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.

REQUIREMENTS: Experience and technical competencies: (include years of experience)

- Minimum 1 year of relevant work experience.
- Experience in administrative tasks
- Advanced IT skills
- Experience with protection standard procedures and guidelines
- Advanced English proficiency
- Fluency in local language (Myanmar and Kachin)

Education: (include certificates, licenses etc.)

- Relevant bachelor or master’s degree or equivalent professional qualification

Languages: (indicate fluency level)

- Basic spoken and medium writing English proficiency.
- Full proficiency in local languages (Myanmar and Kachin)

Desirable:

- Understanding of operational context in Kachin State.
- Understanding of humanitarian response principles.
- Strong understanding of Human Rights.

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.

Offer:

- Starting date of employment: July 2021
- Contract duration: Regular Staff Contract, including a probation period of 3 months.
- Salary: Competitive salary according to DRC Myanmar salary scale.

This position is open for Myanmar Nationals 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 send to: mmr.recruitment@drc.ngo , Cc: seng.khwan@drc.ngo
- Please mention in the Subject of your E-mail the job title: Protection Assistant-Case Management (BMO)-2posts
- CVs submitted without mentioning Job Title will not be considered.
- Only shortlisted applicant will be contacted for a written test in English and a face-to-face 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 ongoing basis and DRC reserves the right to initiate the recruitment process before the deadline for applications.

Deadline for submission of applications: 20-May-2021 (COB/5pm)

Applications can also be sent to:
DRC Office in Myitkyina, No. 441 Si Pin Thara Road, Mye Myint Ward, Myitkyina; or DRC sub office in Bhamo, No. 271, East Tar Si Quarter, Bhamo.